City of Tempe P. O. Box 5002 31 East Fifth Street Tempe, AZ 85280 480.350.8331 www.tempe.gov



Development Services Planning

#### August 8, 2006

#### **Re: Zoning and Development Code amendments**

Included are Zoning and Development Code amendments adopted through June 15, 2006. Amendments are typically effective thirty (30) calendar days after the adoption date. Please make the following changes as noted below to the Code book that you have.

<u>Amendments</u>	Remove Page(s)	Insert Page(s)
Table of Contents	p. I to II, V to VIII	p. I to II, V to VIII
Ord. No. 2005.81, code text amendment for the creation of the Development Review Commission within Part 1	p. 1-1, 2 p. 1-11 to 28	p. 1-1, 2 p. 1-11 to 23
Ord. No. 2005.24, 2005.07, 2005.41, 2005.51, 2005.56, 2005.64, 2005.74, 2005.72, 2005.76, 2005.78, 2006.07, 2006.08, 2006.03, 2006.04, 2006.06, 2006.15, 2006.17, 2006.18, 2006.19, 2005.79, 2006.29, 2006.35, and 808.2004.04, for various zoning map amendments, including the Transportation Overlay District, within Part 2	p. 2-9 to 12 p. 2-15 to 22 p. 2-25 to 38 p. 2-41 to 44 p. 2-55, 56 p. 2-61 to 64 p. 2-75, 76 p. 2-83, 84 p. 2-93, 94	p. 2-9 to 12 p. 2-15 to 22 p. 2-25 to 38 p. 2-41 to 44 p. 2-55, 56 p. 2-61 to 64 p. 2-75, 76 p. 2-83, 84 p. 2-93, 94
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Ord. No. 2005.83, code text amendment for the creation of the Development Review Commission within Part 6	p. 6-3 to 6 p. 6-11, 12 p. 6-15 to 24 p. 6-27, 28 p. 6-31, 32 p. 6-37, 38	p. 6-3 to 6 p. 6-11, 12 p. 6-15 to 24 p. 6-27, 28 p. 6-31, 32 p. 6-37, 38
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# **PART 1 – INTRODUCTION**

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## Chapter 2 – General Provisions

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- C. Development Services Manager Appeals. Any person aggrieved by a decision of the Development Services Manager, or designee, under this Code may file an appeal within fourteen (14) calendar days after the Development Services Manager, or designee, has provided a written notice with their decision, in accordance with Part 6, Chapter 8, Appeals.
- **D. Development Services Manager Reconsideration.** Reconsideration of the Development Services Manager, or designee, decisions shall comply with Part 6, Chapter 7, Re-Application and Reconsideration of Decisions.

#### Section 1-303 Zoning Administrator.

A. Zoning Administrator – Creation and Purpose. The Zoning Administrator is the Development Services Manager or designee. The Zoning Administrator is created to interpret the meaning and intent of the General Plan and this Code.

State law reference – A.R.S. 9-462.05 Enforcement. (Zoning Administrator creation)

- **B. Zoning Administrator Duties and Powers.** The Zoning Administrator shall have the duty to carry out the provisions and intent of the General Plan and this Code. The Zoning Administrator shall have the power to interpret and enforce this Code.
  - Interpretation of this Code includes, but is not limited to, clarification of intention, determination of zoning classifications of land uses not specified in this Code, the delegation of processing procedures and requirements, and enforcement of Code provisions. The Zoning Administrator shall keep a record of interpretations made pursuant to this section. The record of interpretations shall be available to the public;
  - 2. The Zoning Administrator may appoint representatives of the Development Services Department to enforce provisions of this Code; and
  - 3. Any land use that is unspecified in this Code and not classified by the Zoning Administrator is prohibited in any district.
- C. Zoning Administrator Appeals. Any person aggrieved by a decision of the Zoning Administrator under this Code may file an appeal to the Board of Adjustment, or the Joint Review Committee, as applicable, within fourteen (14) calendar days after the Zoning Administrator has rendered its decision, in accordance with Part 6, Chapter 8, Appeals.
- **D. Zoning Administrator Reconsideration.** Reconsideration of Zoning Administrator decisions shall comply with Part 6, Chapter 7, Re-Application and Reconsideration of Decisions.

#### Section 1-304 Special Review Commissions/Committees.

#### A. Historic Preservation Commission.

- 1. Creation and Purpose. The Tempe Historic Preservation Commission is created by Tempe City Code to act in an advisory capacity to the City Council in all matters concerning historic preservation. The mission of the Tempe Historic Preservation Commission is to provide protection for significant properties and archeological sites which represent important aspects of Tempe's heritage; to enhance the character of the community by taking such properties and sites into account during development, and to assist owners in the preservation and restoration of their properties.
- **2. Duties and Powers.** For the purpose of this Code, the Historic Preservation Commission shall have the powers to:
  - a. Review applications for the designation of landmarks, historic properties and historic districts and make recommendations to the Development Review Commission and City Council. Such review shall be based on the criteria as specified in § 14A-4 of the City Code; and
  - b. Review and make decisions on applications for proposed alterations, new construction, demolition or removal affecting landmarks, historic properties or properties located within an historic district. Such review shall be based on the criteria as specified in § 14A-6 of the City Code.
  - c. Any recommendation by the Historic Preservation Commission relative to such application will be forwarded to the appropriate decision-making body as a part of the staff report regarding the request.
- **Organization.** For Commission organization refer to City Code Chapter 14A. The Historic Preservation Commission shall adopt rules of procedure consistent with the provisions of this Code for the conduct of its business and procedure.

City Code reference – See TCC §14A, Historic Preservation Commission

#### B. Rio Salado Citizen Advisory Commission.

- 1. Creation and Purpose. The Rio Salado Citizen Advisory Commission is created to guide the development of the Rio Salado for the betterment of current and future citizens of Tempe. The purpose of the Rio Salado Overlay District is to accomplish the objectives of the specific plan referred to as the "Tempe Rio Salado Plan", for opportunities of increased development requirements such as landscaping and citizen review.
- **2. Duties and Powers.** For the purpose of this Code, the Rio Salado Citizen Advisory Commission shall have the powers to:
  - a. Review development proposals within the Rio Salado Overlay District;
  - b. Review use permits and variances within the Rio Salado Overlay District;

- c. Solicit public input, which may include holding public hearings;
- d. The Commission will review applications prior to a public meeting or public hearing of the Hearing Officer, Board of Adjustment, Development Review Commission, or City Council meeting; and
- e. Any recommendation by the Rio Salado Citizen Advisory Commission relative to such application will be forwarded to the appropriate decision-making body as a part of the staff report regarding the request.
- **3. Organization.** For Commission organization, refer to City Code Chapter 2, Article V, Div. 11. The Rio Salado Citizen Advisory Commission shall adopt rules of procedure consistent with the provisions of this Code for the conduct of its business and procedure.

City Code reference - See TCC § 2-275—2-284, Rio Salado Citizen Advisory Commission

- C. Apache Boulevard Project Area Committee.
  - 1. Creation and Purpose. The Apache Boulevard Project Area Committee is created to guide the development within the Apache Boulevard Redevelopment Area, which encourages reinvestment in the Apache Boulevard area in order to build a more desirable neighborhood in which people will enjoy living and working, enhance the positive aspects of this area and promote desirable reuse of the land.
  - **2. Duties and Powers.** For the purpose of this Code, the Apache Boulevard Project Area Committee shall have the powers to:
    - a. Review development proposals within the Apache Boulevard Redevelopment Area:
    - b. Review *use permits* and *variances* within the Apache Boulevard Redevelopment Area;
    - c. The Committee will review applications prior to a public meeting of the Design Review Board and a public hearing of the Hearing Officer, Board of Adjustment, and Planning and Zoning Commission or City Council meeting; and
    - d. Any recommendation by the Apache Boulevard Project Area Committee relative to such application will be forwarded to the appropriate decisionmaking body as a part of the staff report regarding the request.
  - **3. Organization.** The Apache Boulevard Project Area Committee shall adopt rules of procedure consistent with the provisions of this Code for the conduct of its business and procedure.

Reference - See Resolution No. 97.75, Apache Boulevard Redevelopment Plan

#### Section 1-305 Hearing Officer.

- **A. Hearing Officer Creation and Purpose.** The Hearing Officer shall be appointed by the Development Services Manager or designee. The Hearing Officer is created to conduct public hearings on specific applications as noted in Section 1-305(B).
- **B.** Hearing Officer Duties and Powers. The Hearing Officer shall have the duty to carry out the provisions and intent of the General Plan and this Code. The Hearing Officer shall have the power to hold a public hearing to review and approve, continue, deny, or approve with conditions, the following:
  - 1. Use permit applications pursuant to Section 6-308;
  - 2. Variance applications pursuant to Section 6-309;
  - 3. Rental housing code appeals pursuant to Chapter 21 of the Tempe City Code; and
  - 4. Abatements pursuant to Chapter 21 of the Tempe City Code and Section 6-310.

The Hearing Officer may in connection with any application, impose conditions deemed necessary in order to fully carry out the provisions and intent of this Code, pursuant to Part 6, Chapter 6, Conditions of Approval. Violation of any Hearing Officer condition shall be a violation of this Code.

- C. Hearing Officer Procedure. Public hearings conducted by the Hearing Officer shall be open to the public and conducted in accordance with Part 6, Chapter 5, Public Meetings and Public Hearings. The public shall be given an opportunity to testify orally or in writing. The minutes of its proceedings in accordance with Section 6-503, shall be kept by the City Clerk as a public record.
- D. Hearing Officer Appeals. Any person aggrieved by a decision of the Hearing Officer under this Code may file an appeal to the Board of Adjustment, Joint Review Committee, or the Development Review Commission as applicable, within fourteen (14) calendar days after the Hearing Officer has rendered its decision, in accordance with Part 6, Chapter 8, Appeals. Appeals of the decisions of the Hearing Officer shall be heard de novo by the Board of Adjustment, Development Review Commission, Joint Review Committee, or the City Council, as applicable.

**State law reference** — A.R.S. §9-462.08 Hearing officer

#### Section 1-306 Board of Adjustment.

A. Board of Adjustment – Creation and Purpose. The Board of Adjustment is created to hold public hearings, as noted in Section 1-306(B), to provide relief from the terms of this Code, to hear applications and to hear and decide appeals from decisions of the Hearing Officer or Zoning Administrator.

**State law reference** — A.R.S. 9-462.06(A) Board of adjustment (creation)

- **B. Board of Adjustment Duties and Powers.** The Board of Adjustment shall have the duty to carry out the provisions and intent of this Code.
  - 1. The Board of Adjustment shall hold a public hearing to review and approve, continue, deny or approve with conditions the following:
    - a. Variance applications pursuant to Section 6-309;
    - b. Appeals from decisions made by the Hearing Officer, pertaining to variances; and
    - c. Appeals from any decision made by the Zoning Administrator.
  - 2. The Board of Adjustment shall not:
    - Make any changes in the uses permitted in any zoning classification or zoning district, or make any changes in the terms of the zoning ordinance provided the restriction in this paragraph shall not affect the authority to grant variances pursuant to this Code; or
    - b. Grant a variance if the special circumstances applicable to the property are self-imposed by the property owner.
  - The Board of Adjustment may, in connection with any application, impose conditions as the Board deems necessary in order to fully carry out the provisions and intent of this Code, pursuant to Part 6, Chapter 6, Conditions of Approval. Violation of any Board of Adjustment condition shall be a violation of this Code.

**State law reference** — A.R.S. 9-462.06(H). Board of adjustment.

#### C. Board of Adjustment – Organization.

- 1. The Board of Adjustment shall consist of seven (7) regular members and two (2) alternate members. Whenever regular members are unable to attend or must decline due to conflict of interest, the alternate members shall serve at the board hearings. All members shall be a resident of the city, and shall be appointed by the Mayor with approval of the City Council. Each Board of Adjustment member shall serve a term of three (3) years, unless they submit written resignation to the Mayor and City Council, or unless sooner removed by the Council, and their term shall be staggered so that the terms of at least two (2), but not more than three (3) members conclude in any given year. No member shall serve more than two (2) complete consecutive terms. Nothing herein shall affect the expiration of the current terms of the Board of Adjustment. Vacancies for the unexpired term of a member shall be filled by the Mayor with approval of the City Council. The members of the Board of Adjustment shall serve without compensation;
- 2. The Board of Adjustment shall elect a chairperson and vice-chairperson from among its own regular members who shall have power to administer oaths, take evidence, and set consent agendas;
- 3. Hearings of the Board of Adjustment shall be open to the public in accordance with Part 6 Chapter 5, Public Meetings and Public Hearings. The public shall be given an opportunity to testify orally or in writing. The minutes of its proceedings in accordance with Section 6-503, showing the vote of each member, records of the boards' examinations and other official actions, shall be kept by the City Clerk as a public record;
- 4. The Board of Adjustment shall adopt rules of procedure consistent with the provisions of this Code for the conduct of its business and procedure;
- 5. A quorum consists of four (4) members of the Board of Adjustment. The concurring vote of four (4) members of the Board of Adjustment shall be necessary to act on any matter on its agenda, except that consent agenda items may be approved or continuances administratively granted as provided for in this section. In the event that Board members are not sufficiently available to make a quorum, one staff member is authorized to act as an alternate member on consent agenda items only and only to the extent that their presence makes a quorum. Robert's Rules of Order shall govern any other motion; and
- 6. The Development Services Manager, or a designated representative, shall serve ex officio as the secretary of the Board of Adjustment.
- D. Board of Adjustment Appeals. Any person aggrieved by a decision of the Board of Adjustment under this Code may file an appeal to the Maricopa County Superior Court within thirty (30) calendar days after the Board has rendered its decision, in accordance with Part 6, Chapter 8, Appeals.

State law reference — See A.R.S 9-462.06 (K) Board of adjustment (appeal of decisions)

**E. Board of Adjustment – Reconsideration.** Reconsideration of Board of Adjustment decisions shall comply with Part 6, Chapter 7, Re-Application and Reconsideration of Decisions.

Section 1-307 Planning and Zoning Commission. (Repealed)

Section 1-308 Redevelopment Review Commission. (Repealed)

Section 1-309 Design Review Board. (Repealed)

Section 1-310 Joint Review Committee.

- A. Joint Review Committee Creation and Purpose. The Joint Review Committee is created for the purpose of reviewing and making decisions and recommendations on development actions in lieu of the Board of Adjustment and Development Review Commission for projects within the MU-Ed zoning district.
- B. Joint Review Committee Duties and Powers.
  - The Joint Review Committee shall exercise the powers granted to the Board of Adjustment, and the Development Review Commission, consistent with applicable law for those boards and commissions for any development action in the MU-Ed zoning district;
  - 2. The Joint Review Committee may, in connection with any development action in the MU-ED zoning district, impose conditions, as it deems necessary to fully carry out the provisions and intent of this Code. Violation of any approved condition shall be a violation of this Code pursuant to Section 1-201. The City of Tempe has zoning enforcement authority within the MU-Ed zoning district; and
  - Any Decision of the Development Services Manager, or designee, may be appealed to the Joint Review Committee for projects within the MU-Ed zoning district.

#### C. Joint Review Committee – Organization.

- 1. The Joint Review Committee shall consist of seven (7) regular members and five (5) alternates. The alternate members shall serve at the committee hearings whenever a regular committee member is unable to attend or must decline due to conflict of interest. Three (3) regular members and two (2) alternate members of the committee shall be appointed by the President of Arizona State University (ASU), three (3) regular members and two (2) alternate members shall be appointed by the Mayor of Tempe with the approval of the City Council. One (1) regular member and one (1) alternate member of the committee shall be jointly appointed by the Mayor of Tempe with City Council approval, and the President of ASU;
- 2. The term of office for all Joint Review Committee members shall be three (3) years beginning on the date of appointment except terms for the initial members shall be staggered. Members may serve consecutive terms with concurrence of the Mayor and/or President for their respective appointees. No committee member shall serve more than two (2) complete consecutive three (3) year terms. Vacancies shall be filled for the unexpired term of a member whose office is vacant in the same manner as such member received original appointment;
- 3. The regular members and alternate members of the Joint Review Committee shall serve without compensation;
- 4. The Joint Review Committee shall elect a chairperson and vice-chairperson from among its own regular members who shall have power to administer oaths, take evidence, and set consent agendas;
- Meetings and hearings of the Joint Review Committee shall be open to the public. The public shall be given an opportunity to testify orally or in writing. The minutes of its proceedings, showing the vote of each member, records of the committees' examinations and other official actions, shall be kept by the City Clerk as a public record;
- 6. The Joint Review Committee shall adopt rules of procedure consistent with the provisions of this ordinance for the conduct of its business and procedure;
- 7. A quorum consists of four (4) members of the Joint Review Committee. The concurring vote of four (4) members of the Joint Review Committee shall be necessary to approve, deny, approve with conditions, or make a recommendation on any application, or to affect any variation from the terms and conditions of this ordinance. Robert's Rules of Order shall govern any other motion;
- 8. The Development Services Manager, or designated representative, shall serve ex officio as secretary of the Joint Review Committee;

- 9. Whenever a regular member is either unable to attend or must decline due to conflict of interest, that member shall give timely notice to the appropriate staff person of the Development Services Department or ASU. The staff shall then notify the alternate Joint Review Committee member(s) to fill the vacancy represented by the respective appointee(s) (i.e., Tempe appointed alternate fills a Tempe appointed vacancy, ASU appointed alternate fills an ASU appointed vacancy, and a jointly appointed alternate fills a jointly appointed vacancy). In the event that such members are not sufficiently available to make a quorum, one staff member is authorized to act as an alternate member on consent agenda items only, and only to the extent that their presence makes a quorum; and
- 10. The rules and procedures for advertising, notification and scheduling of hearings before the Joint Review Committee shall be consistent with the legal standards required for action before other decision-making bodies, depending upon the subject of the individual application. If any conflict exists between the provisions of this chapter regarding advertising, notification or scheduling and any other applicable law then the stricter standard applies.
- D. Joint Review Committee - Appeals. On matters other than recommendations, a person aggrieved, or the Development Services Manager, or designee, with the consent of the City Manager, or any member of the City Council, or a designated representative of ASU, may file an appeal with the city clerk within fourteen (14) calendar days after a decision by the Joint Review Committee or President of ASU or designated representative. An appeal will first be heard by the President of ASU or a designated representative. The President of ASU, or a designated representative, may affirm or reverse, in whole or in part, or modify the decision of the Joint Review Committee and shall render a written decision within twenty (20) working days of receipt of request for review. The decision by the President of ASU, or a designated representative, may be appealed to the Tempe City Council. The appeal shall be in accordance with Part 6, Chapter 8. Appeals and procedures adopted by the Council and may affirm or reverse. in whole or in part, or modify the President of ASU's or designated representative's decision. Compliance with applicable open meeting laws is required for all actions in this district by the Joint Review Committee, President of ASU or designated representative and the Tempe City Council.
- A. Joint Review Committee Reconsideration. Reconsideration of Joint Review Committee decisions shall comply with Part 6, Chapter 7, Re-Application and Reconsideration of Decisions.

#### Section 1-311 City Council.

- **A. City Council Creation and Purpose.** The City Council is created in accordance with the City Charter and Arizona Revised Statutes.
- **B.** City Council Duties and Powers. For the purpose of this Code, the City Council will have the power to review and approve, continue, deny, or approve with conditions, the following:
  - 1. Final Subdivision plats and lot line adjustments pursuant to Section 6-307;

- 2. General Plan amendments pursuant to Section 6-302:
- 3. Code text and zoning map amendments (including *overlay districts*) pursuant to Section 6-304:
- 4. Annexations pursuant to Section 2-106(B), and A.R.S. 9-471;
- 5. Major modifications to Planned Area Development Overlays or major modifications to conditions of approved Planned Area Development Overlays pursuant to Section 6-312;
- 6. Hear and decide appeals of decisions of the President of ASU, or a designated representative, for projects within the MU-Ed zoning district, and Development Review Commission, regarding *development* plan *review*, time extensions, preliminary subdivision plats, and use permits, pursuant to Part 6, Chapter 8, Appeals;
- 7. Hear and decide appeals of decisions of the Development Services Manager, or designee, regarding lot splits and time extensions, pursuant to Part 6, Chapter 8, Appeals; and
- 8. Council may prescribe in connection with a request noted in subsection 1 and 2 above, conditions as the Council deems necessary, in order to fully carry out the provisions and intent of the General Plan and this Code, pursuant to Part 6, Chapter 6, Conditions of Approval. Violations of any City Council condition shall be a violation of this Code.
- **C. City Council Organization.** Refer to City Charter and City Code.
- **D. City Council Appeals.** Any person aggrieved by a decision of the City Council under this Code may file an appeal to the Maricopa County Superior Court within thirty (30) calendar days after the City Council has rendered its final decision, in accordance with Part 6, Chapter 8, Appeals.
- **E. City Council Reconsideration.** Reconsideration of City Council decisions shall comply with Part 6, Chapter 7, Re-Application and Reconsideration of Decisions.

#### Section 1-312 Development Review Commission.

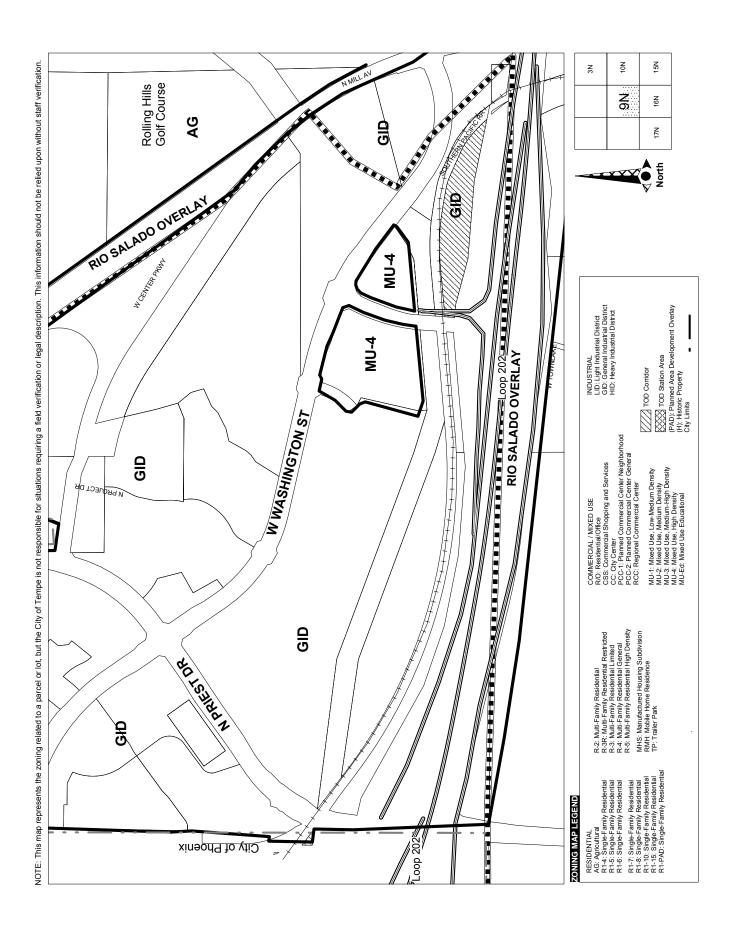
- A. Development Review Commission Creation and Purpose. The Development Review Commission is created to hold public meetings and hearings, to provide analysis and recommendations to the City Council regarding general land use policies and applications where the Commission has recommendatory power, and to render final decisions on specified applications where the Commission has final decision-making power, including, but not limited to, all aspects of a proposed and future development. The Development Review Commission recognizes that the creation of a desirable environment throughout the city for residents, business, and industry is a prime requisite for the interdependence of land values, aesthetics, and good site planning, by promoting harmonious, safe, attractive and compatible development that is therefore considered to be in the best interest of public health, safety, and general welfare.
- **B.** Development Review Commission Duties and Powers. The Development Review Commission shall have the duty to carry out the provisions and intent of the General Plan and this Code.
  - 1. **Final Decision-making Powers.** The Development Review Commission shall have the power to make final decisions and hold public meetings and public hearings to review and approve, continue, deny, or approve with conditions the following requests:
    - a. Preliminary Subdivision Plats pursuant to Section 6-307;
    - b. Major Development Plan Review applications pursuant to Section 6-306;
    - c. Major modification to a *development plan* review or major modification to conditions of approved *development plans* pursuant to Sections 6-306 and 6-312;
    - d. Appeals from the Hearing Officer, regarding use permits pursuant to Part 6, Chapter 8, Appeals;
    - e. Appeals from the Development Services Manager, or designee, pursuant to Part 6, Chapter 8, Appeals, regarding the following:
      - Minor modifications to approved Planned Area Development Overlays, or minor modifications to conditions of approved Planned Area Development Overlays;
      - 2. Shared parking applications;
      - 3. Minor *development plan* review applications pursuant to Part 6, Chapter 8, Appeals; and
      - 4. Minor modifications to approved *development plan* review, or minor modifications to conditions of approved *development plans*.

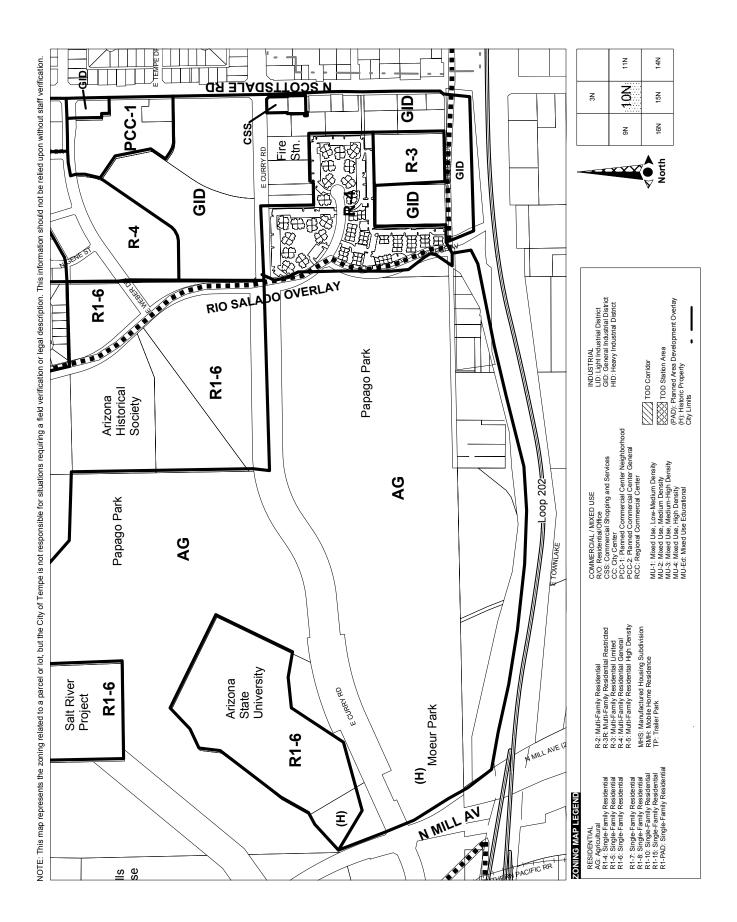
- 2. **Recommendation Powers.** The Development Review Commission shall have the power to recommend to the City Council and hold public meetings and hearings to review and approve, continue, deny, or approve with conditions the following requests:
  - a. General plan amendment and major amendment applications pursuant to Section 6-302:
  - b. Zoning map amendment (re-zoning) and overlay district applications pursuant to Sections 6-304 and 6-305:
  - c. Code text amendment applications pursuant to Section 6-304;
  - d. Historic Preservation applications pursuant to §14A-4 of the City Code; and
  - e. Major modifications to approved Planned Area Development Overlays, or major modifications to conditions of approved Planned Area Development Overlays pursuant to Sections 6-312.
- 3. The Development Review Commission may prescribe in connection with any application such conditions as the Commission deems necessary in order to fully carry out the provisions and intent of this Code, pursuant to Part 6, Chapter 6, Conditions of Approval. Violation of any Development Review Commission condition shall be a violation of this Code.

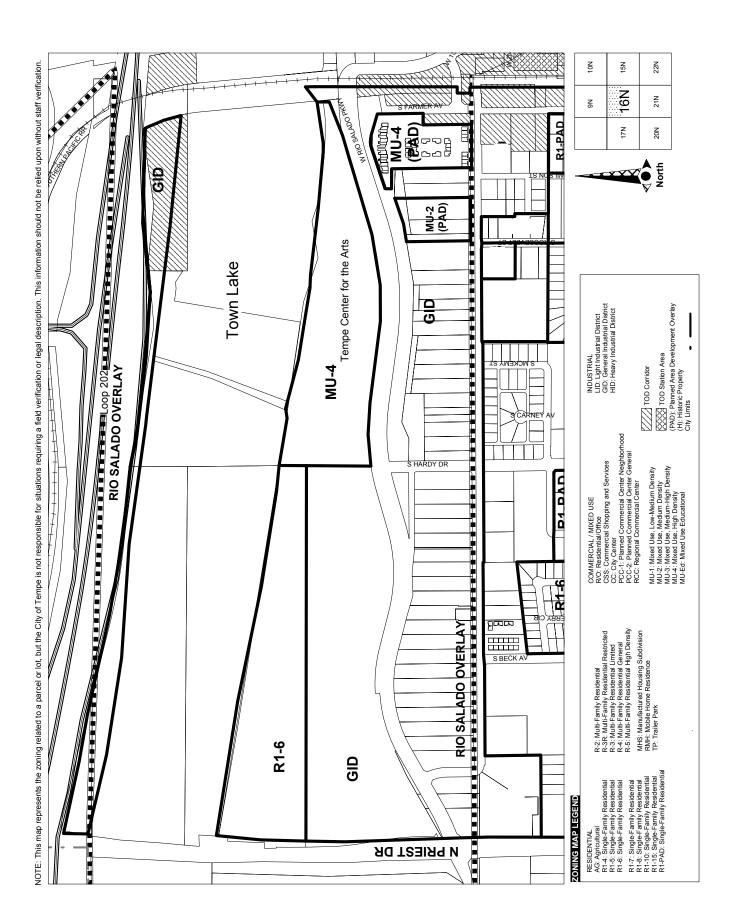
#### C. Development Review Commission – Organization.

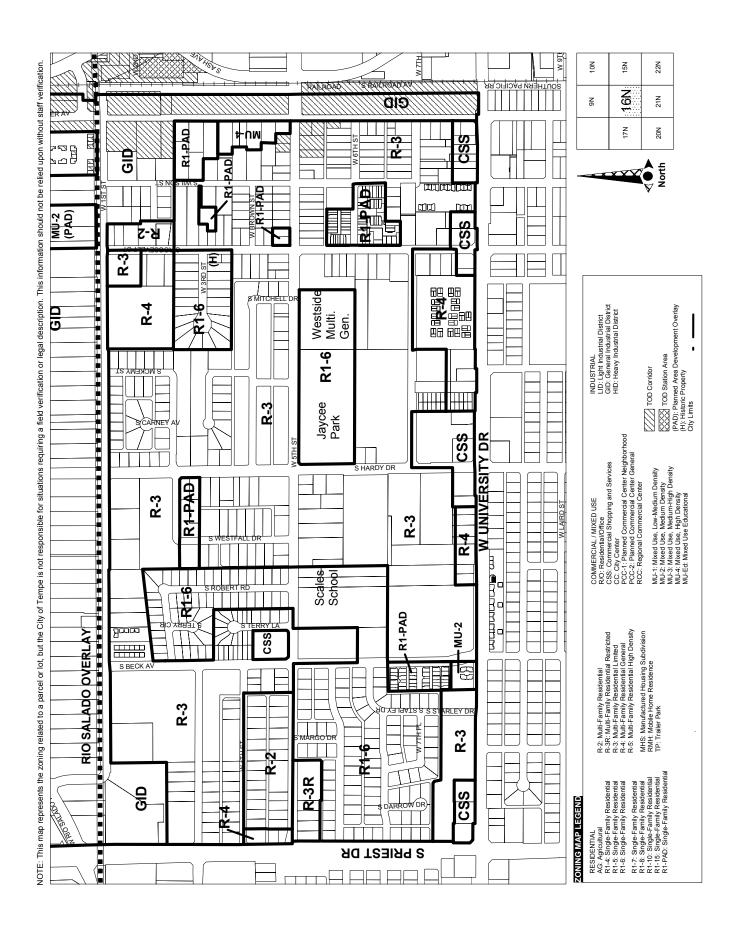
- The Development Review Commission shall consist of seven (7) regular 1. members and three (3) alternate members. Whenever a regular member is unable to attend or must decline due to conflict of interest, an alternate member shall serve at the Commission hearing. All members shall be a resident of the city, and shall be appointed by the Mayor with approval of the City Council. Each Development Review Commission member shall serve a term of three (3) years, unless they submit written resignation to the Mayor and City Council, or unless sooner removed by the Council, and their term shall be staggered so that the terms of at least two (2), but not more than three (3) members conclude in any given year. No member shall serve more than two (2) complete consecutive terms. Nothing herein shall affect the expiration of the current terms of the Development Review Commission. Vacancies for the unexpired term of a member shall be filled by the Mayor with approval of the City Council. The members of the Development Review Commission shall serve without compensation:
- 2. At least three (3) regular members of the Commission and one (1) alternate member shall be currently practicing in the field of architecture, landscape architecture, urban planning, land use law, real estate, engineering, or otherwise qualified by a design background, training, experience, or similar related field;
- 3. The Development Review Commission shall elect a chairperson and vice-chairperson from among its own regular members who shall have power to administer oaths, take evidence, and set consent agendas;

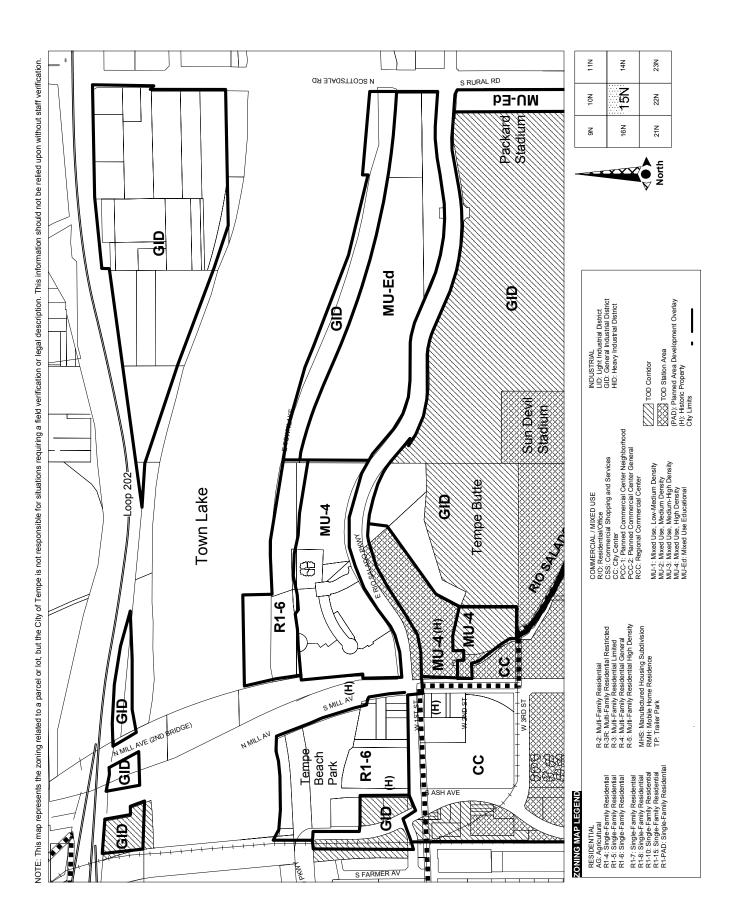
- 4. Hearings of the Development Review Commission shall be open to the public in accordance with Part 6 Chapter 5, Public Meetings and Public Hearings. The public shall be given an opportunity to testify orally or in writing. The minutes of its proceedings in accordance with Section 6-503, showing the vote of each member, records of the Commissions' examinations, and other official actions, shall be kept by the City Clerk as a public record;
- 5. The Development Review Commission shall adopt rules of procedure consistent with the provisions of this Code for the conduct of its business and procedure;
- 6. A quorum consists of four (4) members of the Development Review Commission. The concurring vote of four (4) members of the Development Review Commission shall be necessary to act on any matter on its agenda except that consent agenda items may be approved and continuances administratively granted as provided for in this section. In the event that Development Review Commission members are not sufficiently available to make a quorum, one staff member is authorized to act as an alternate member on consent agenda items only, and only to the extent that their presence makes a quorum. Robert's Rules of Order shall govern any other motion; and
- 7. The Development Services Manager, or a designated representative, shall serve ex officio as secretary of the Development Review Commission.
- **D.** Development Review Commission Appeals. Development Review Commission recommendations to the City Council pursuant to Section 1-312(B)(2), are not final decisions. Any person aggrieved by a final decision of the Development Review Commission pursuant to Section 1-307(B)(1), may file an appeal to the City Council within fourteen (14) calendar days after the Development Review Commission has rendered its decision, in accordance with Part 6, Chapter 8, Appeals.
- **E. Development Review Commission Reconsideration.** Reconsideration of Development Review Commission decisions shall comply with Part 6, Chapter 7, Re-Application and Reconsideration of Decisions.

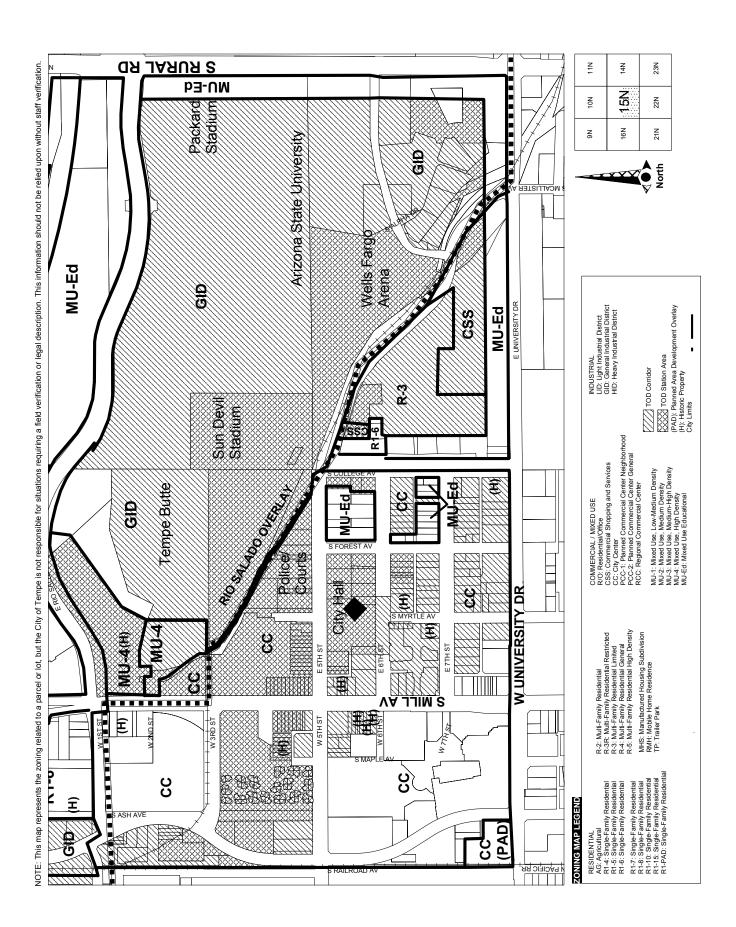


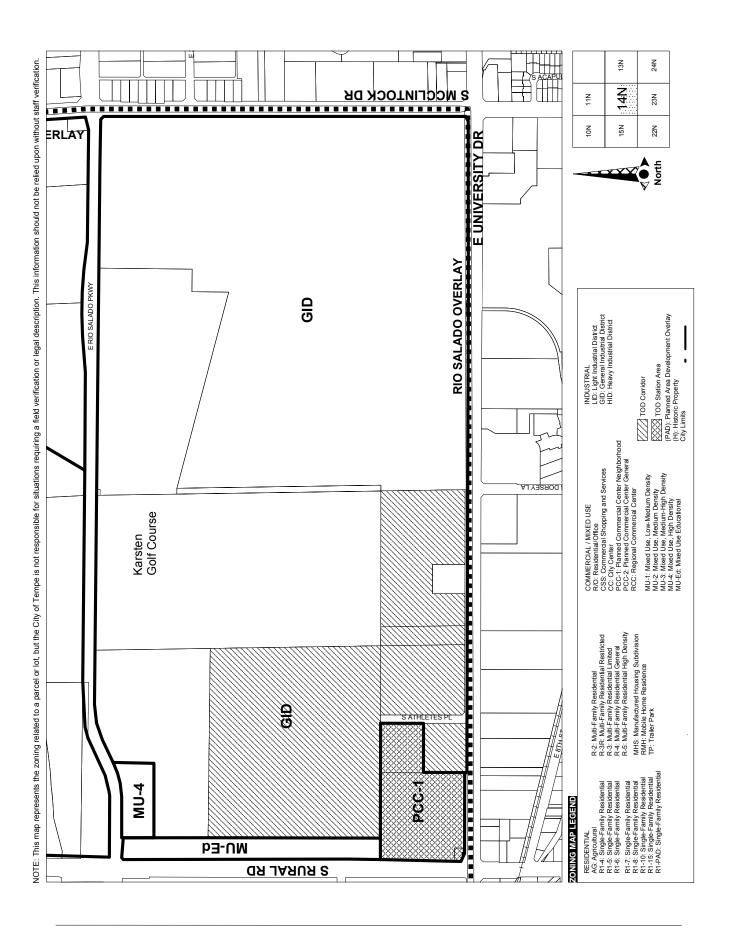


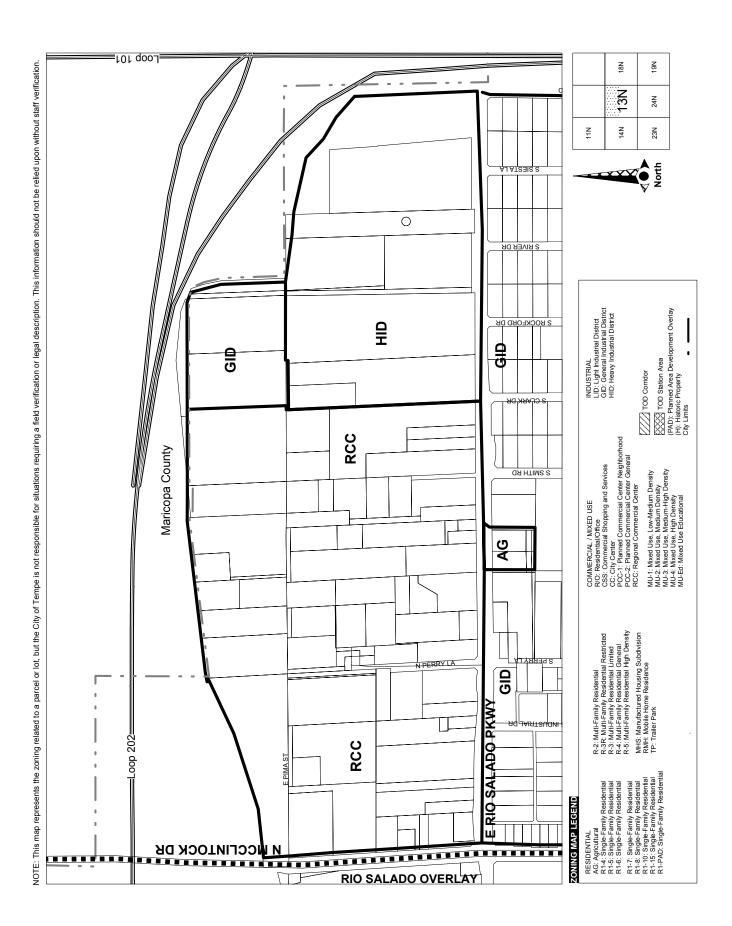


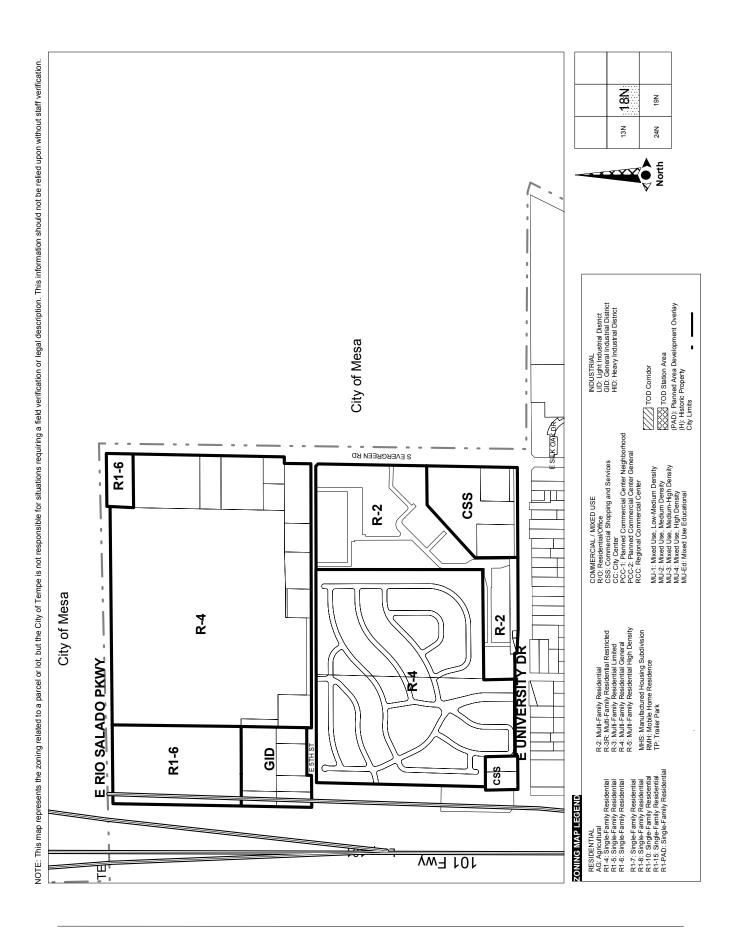


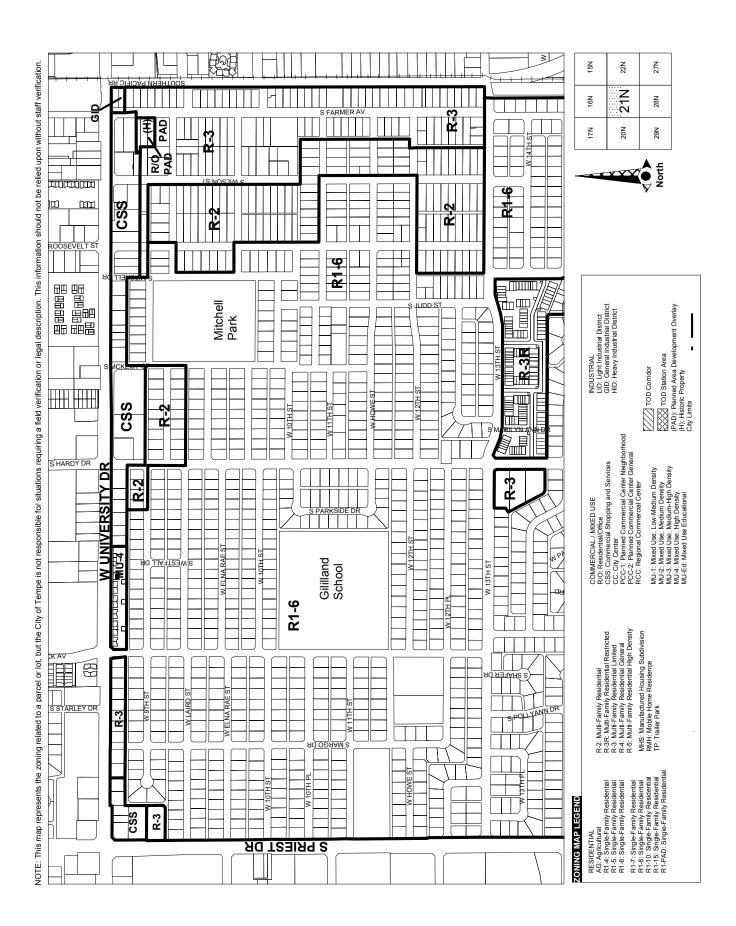


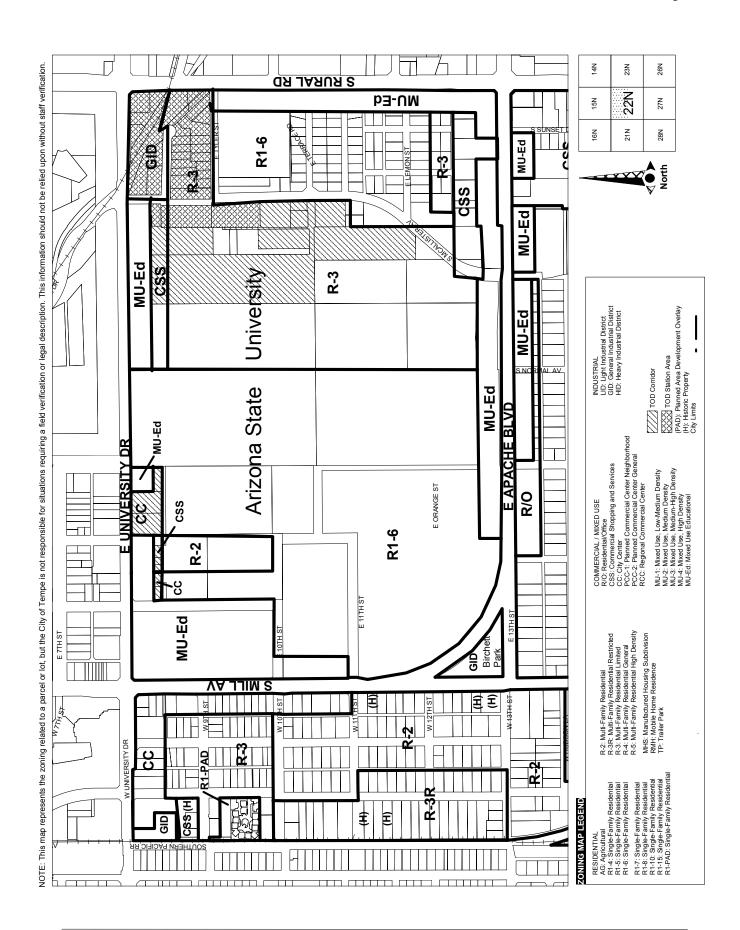


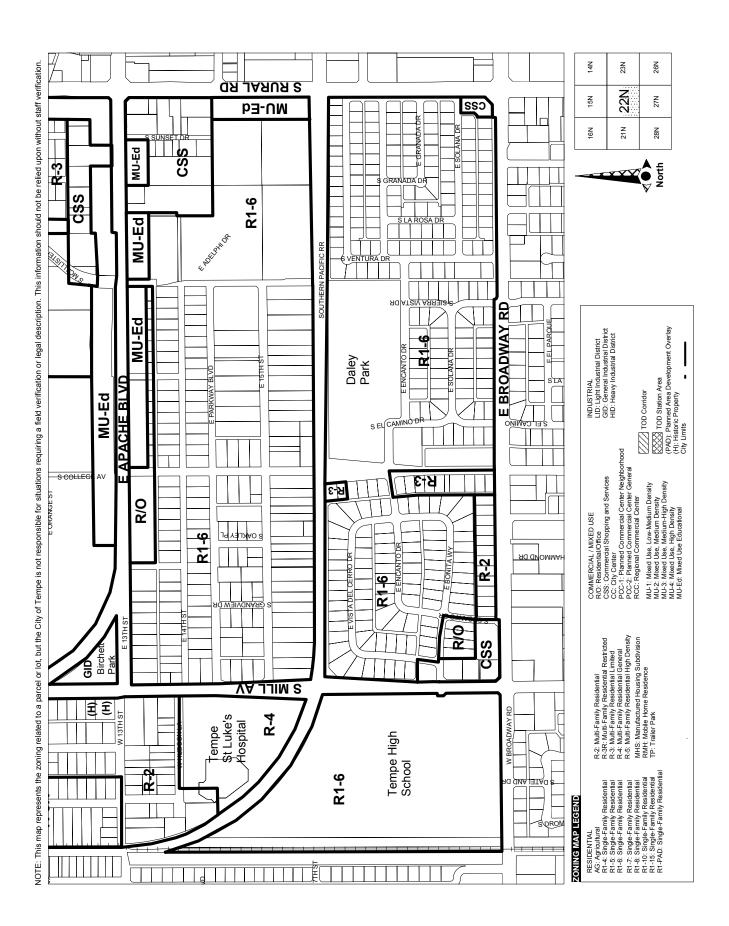


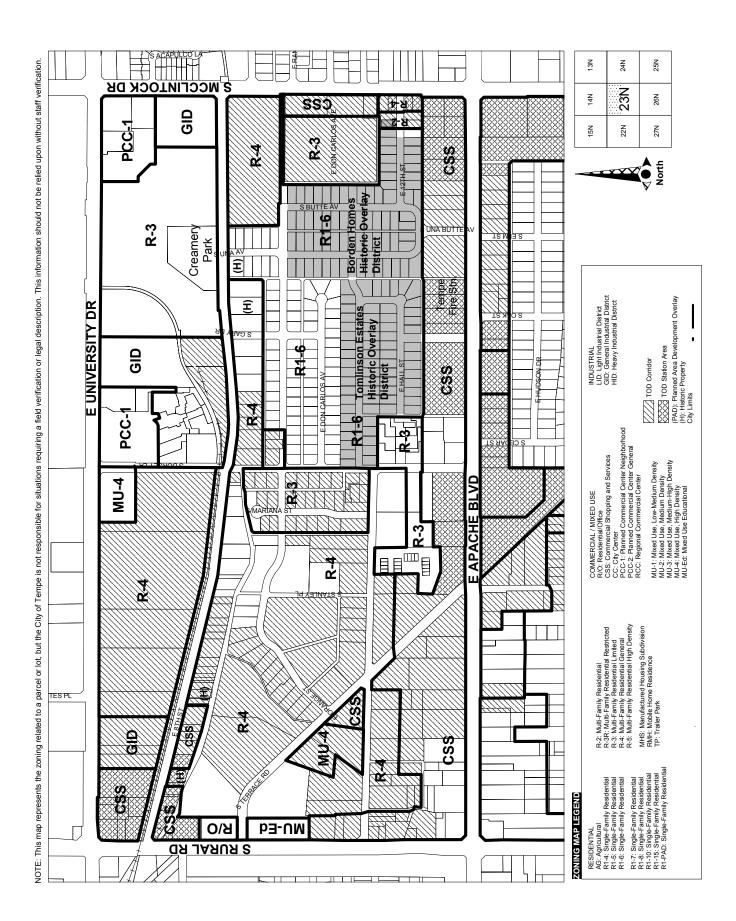


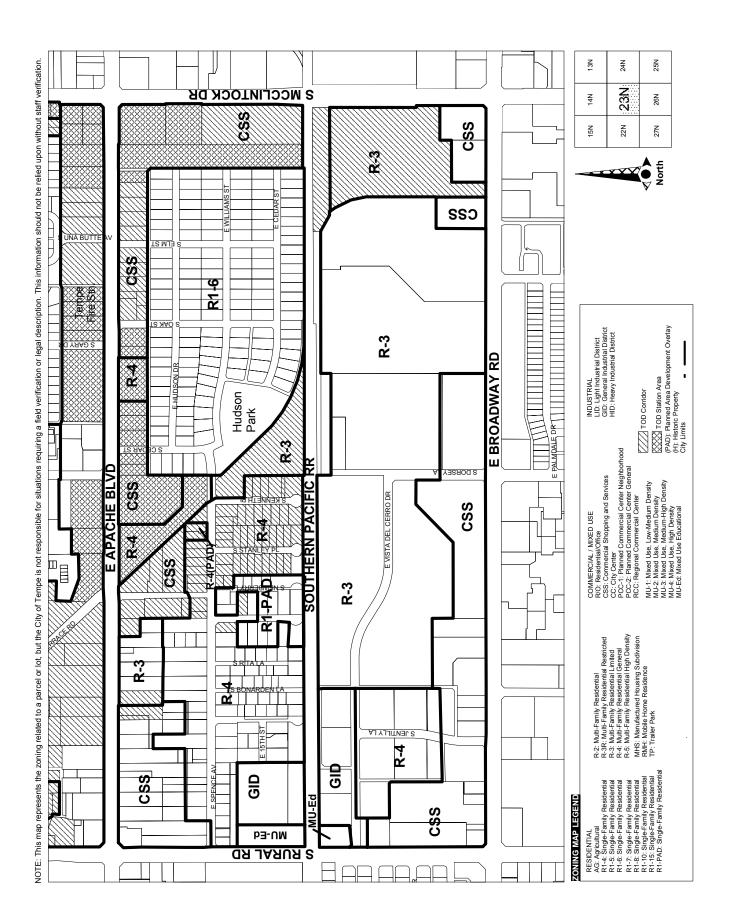


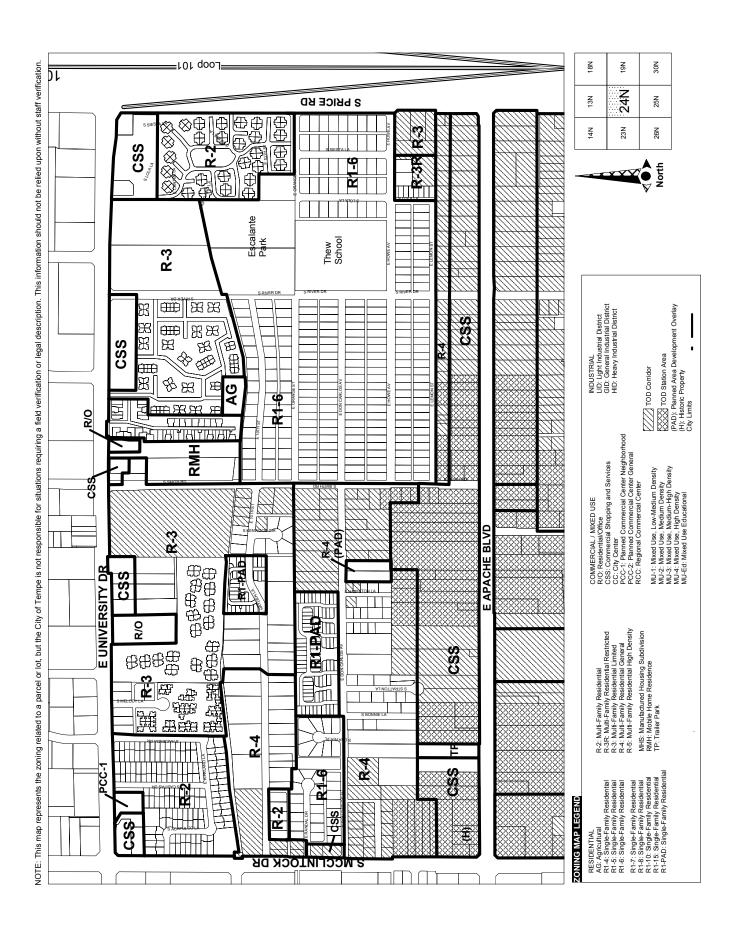


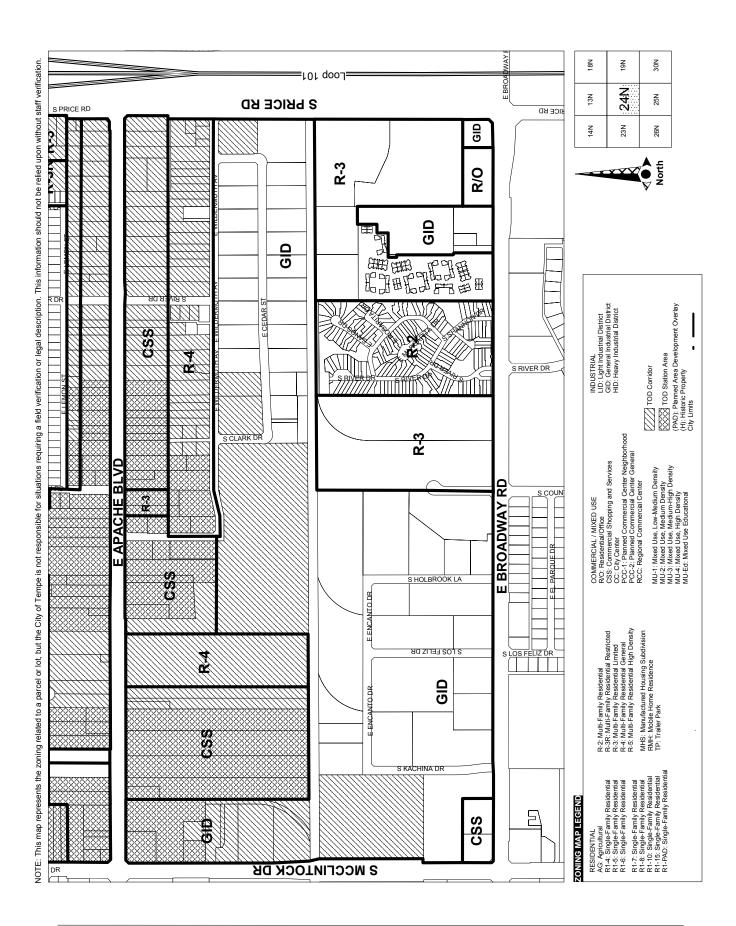


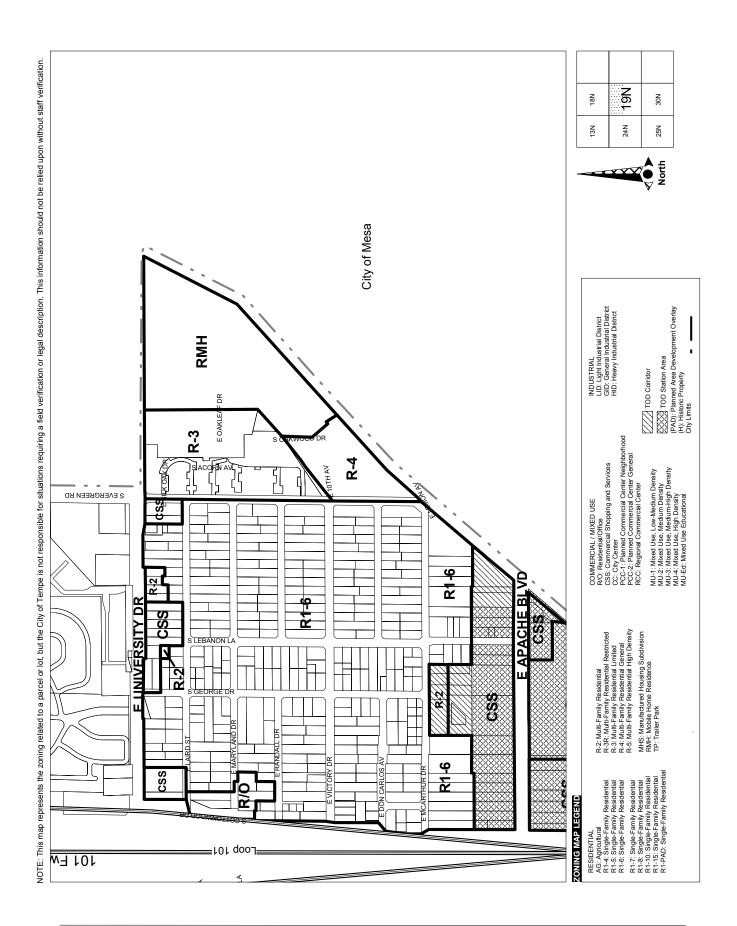


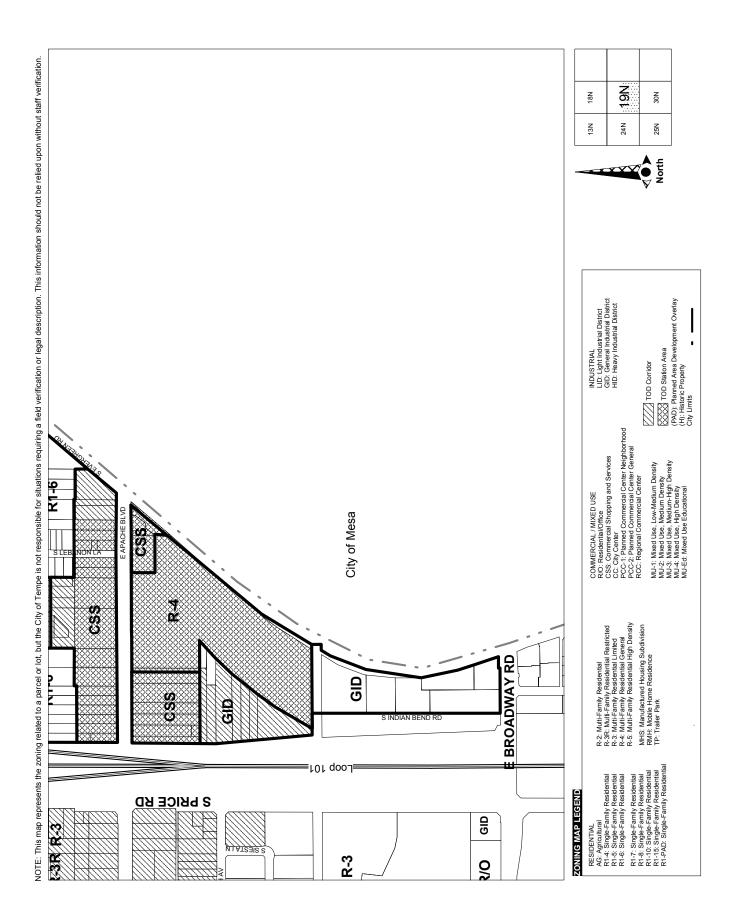




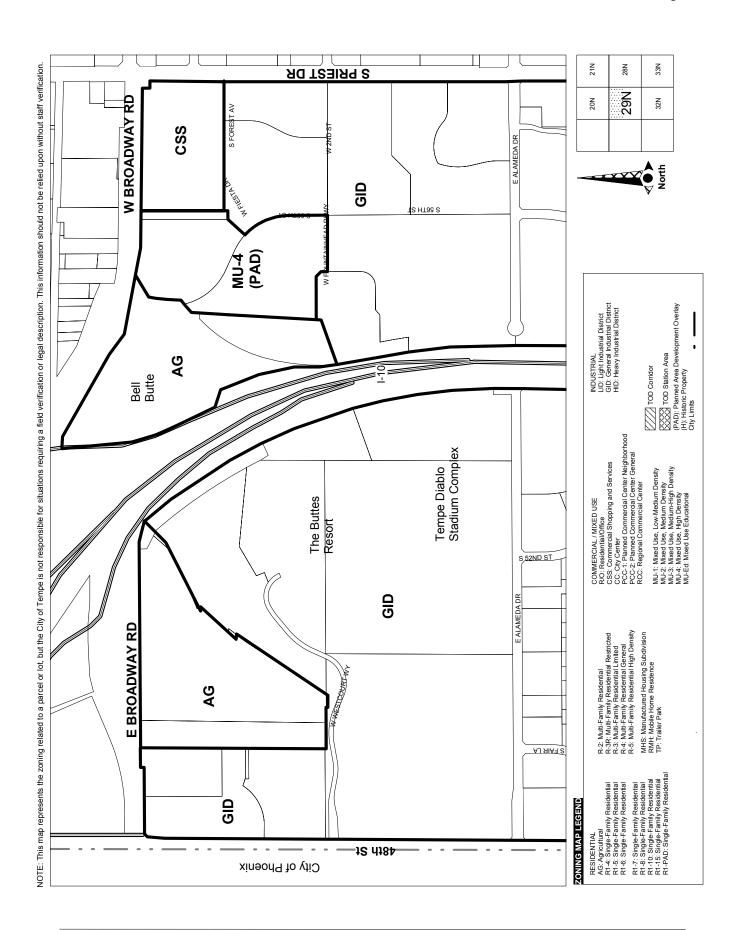


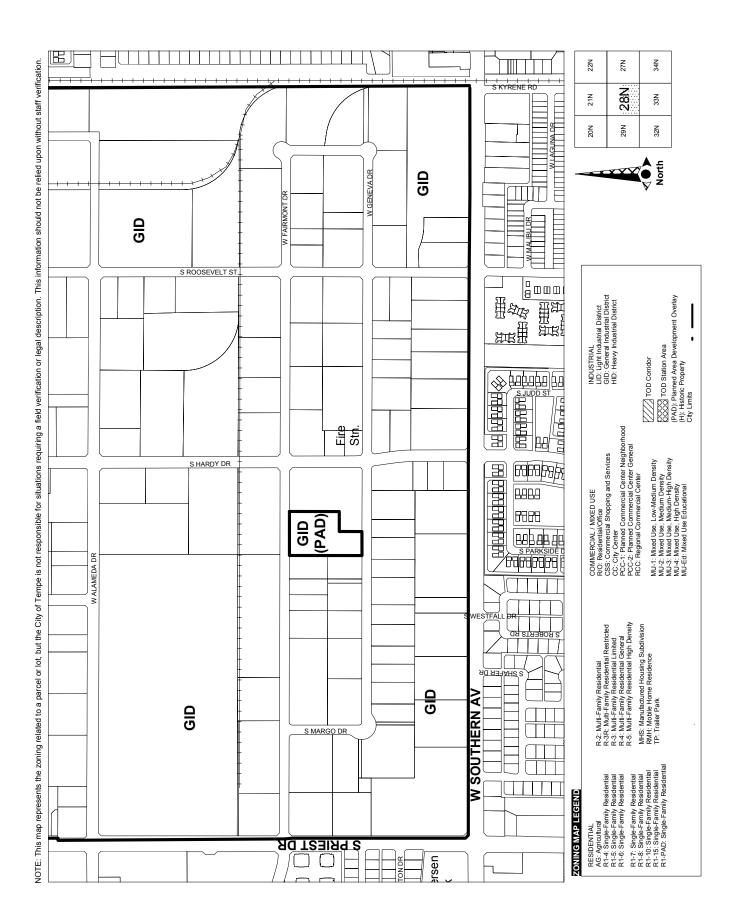


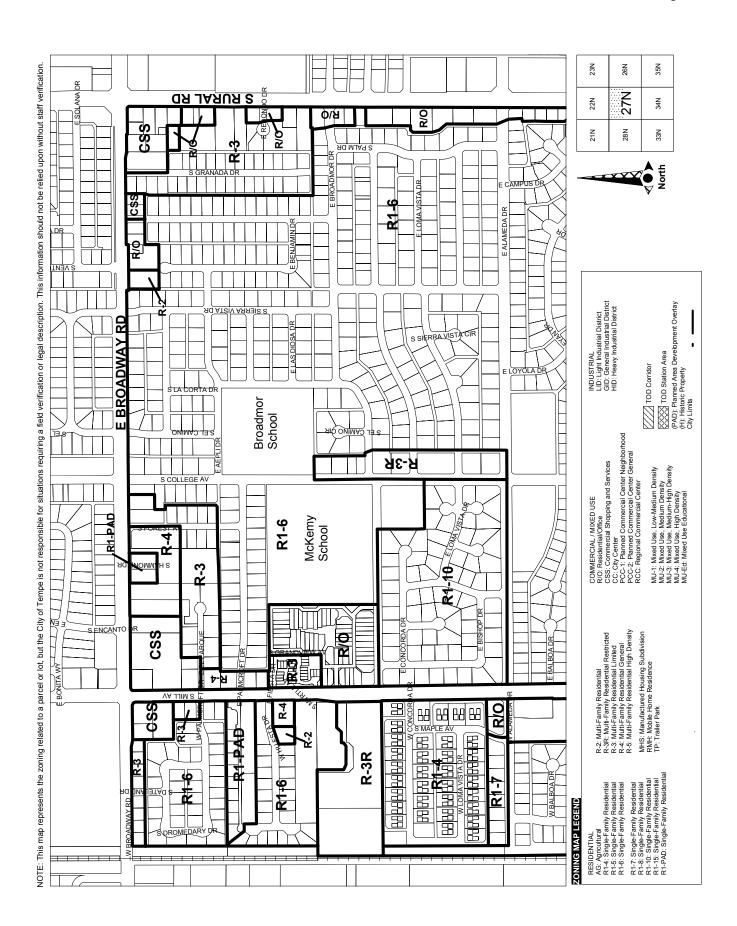


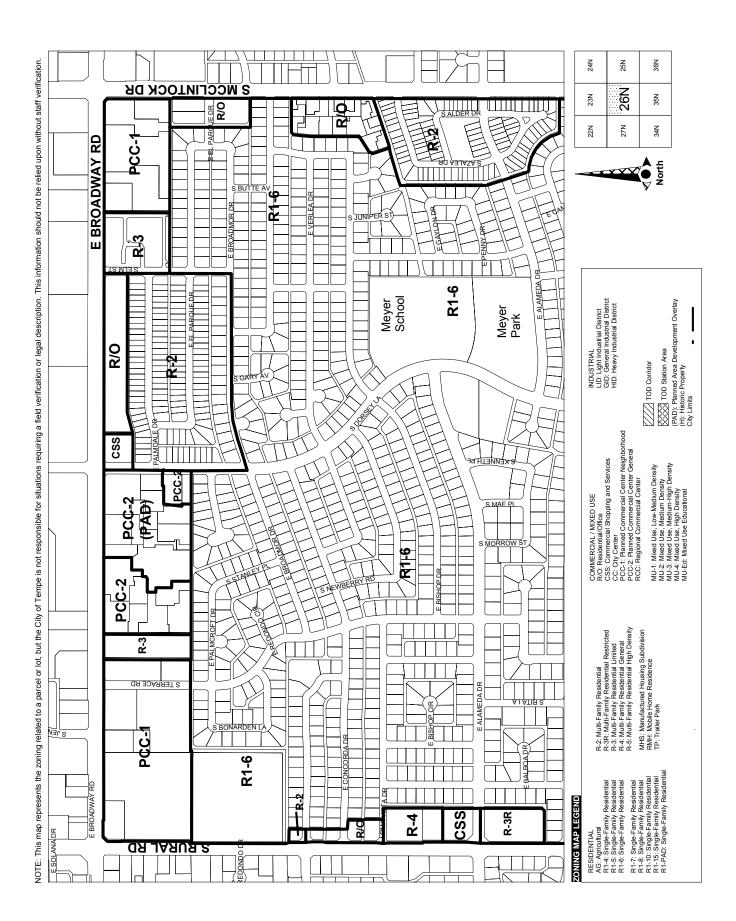


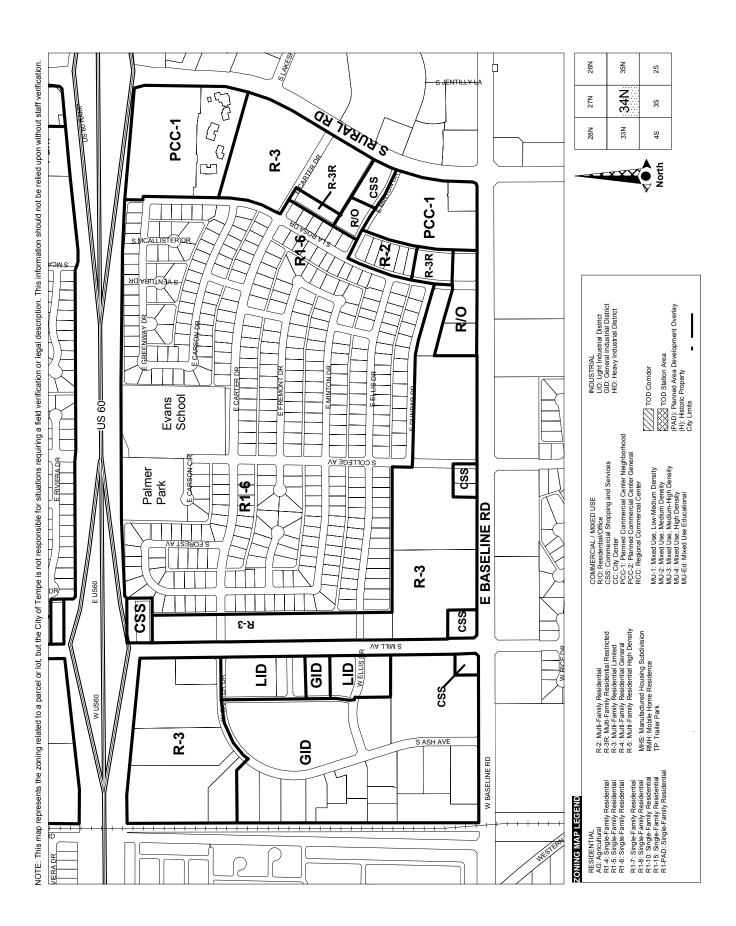
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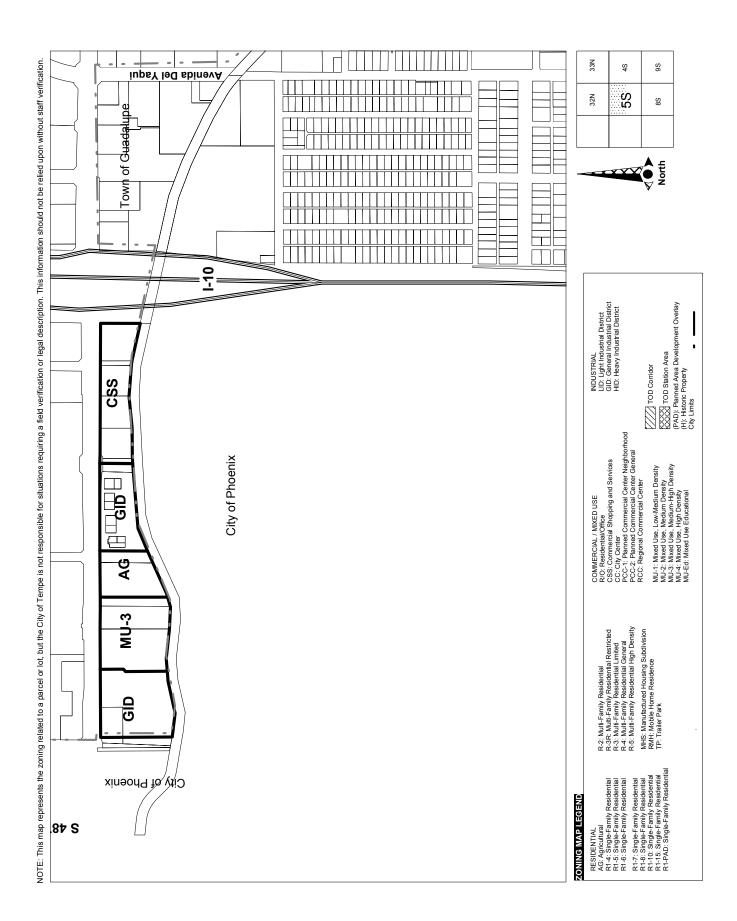


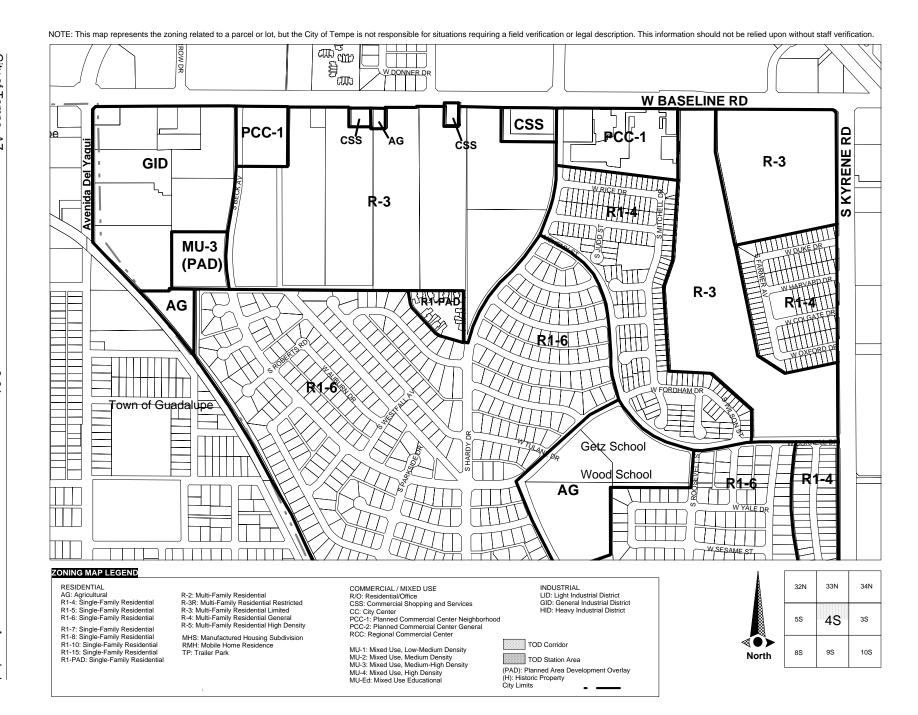




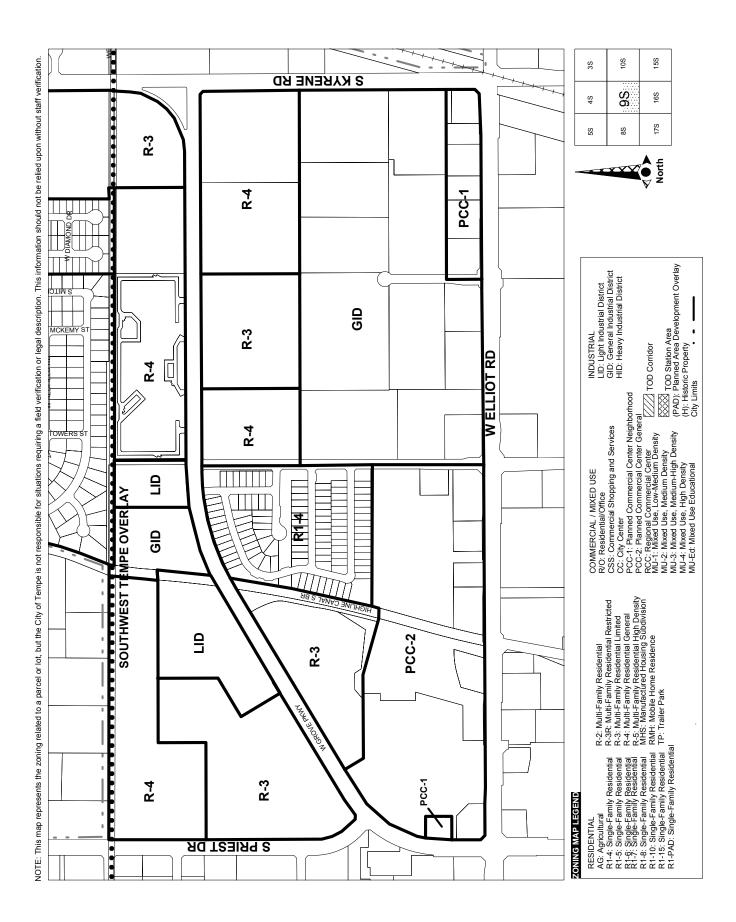


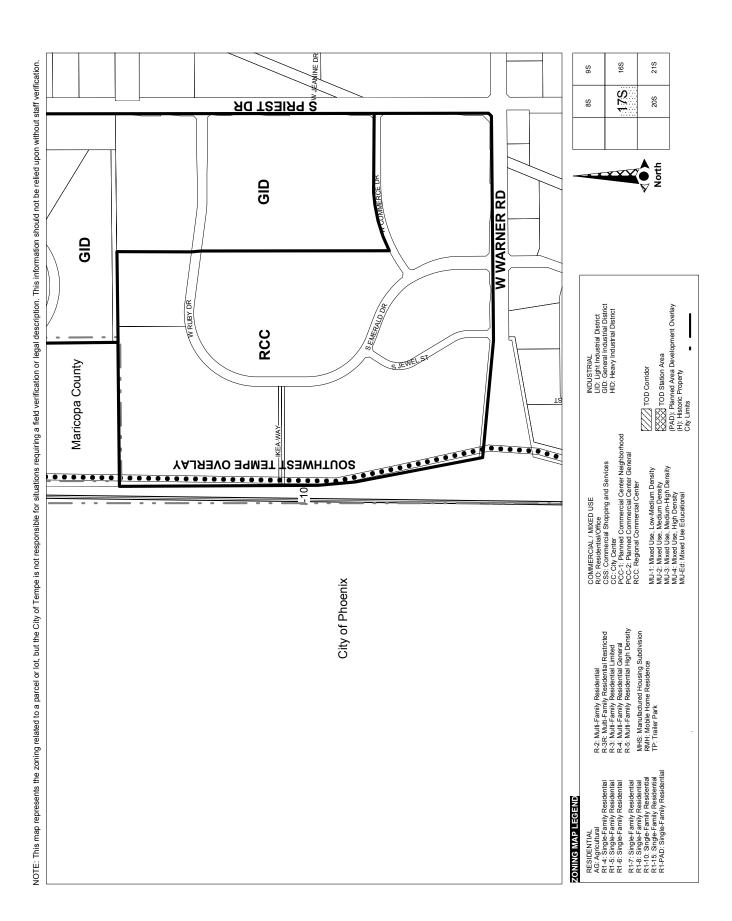


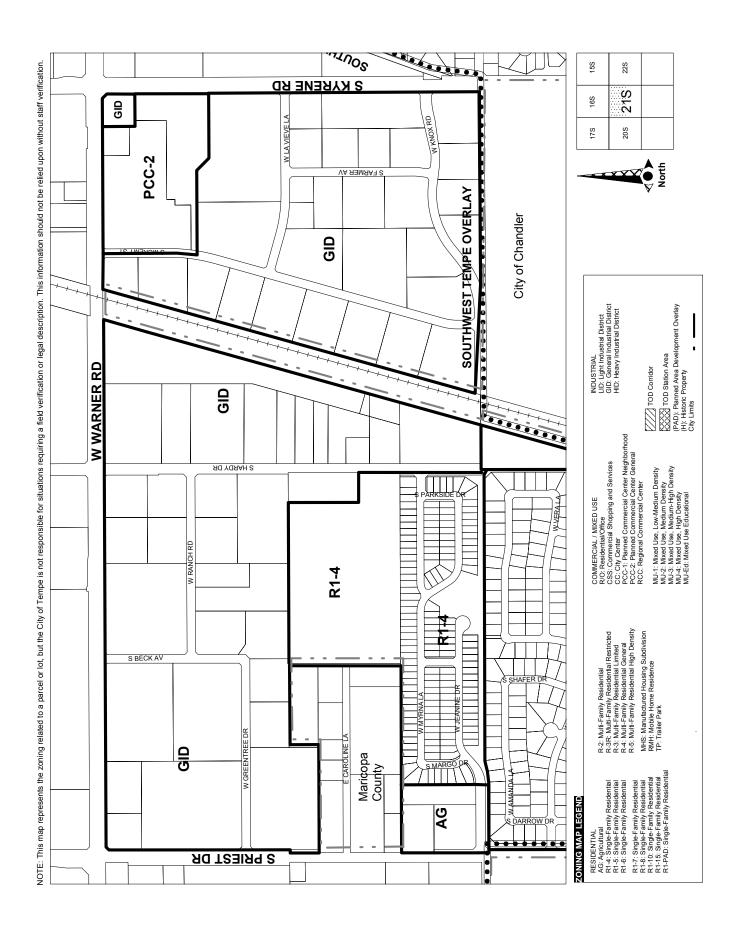




2-100 Zoning Districts







# Section 5-103 General Regulations.

- A. Rio Salado Advisory Commission. The Rio Salado Advisory Commission shall be notified of all requests for zoning changes, use changes, variances, proposals for construction or major alteration of buildings or site work. The Rio Salado Advisory Commission shall be given the opportunity to comment and make recommendations prior to formal city action, and shall respond within ten (10) business days of receipt of a request by the city. If the Rio Salado Advisory Commission does not respond within the prescribed time period, the lack of a response shall not be considered as supporting or opposing the project, but only as declining the opportunity to comment. The Rio Salado Advisory Commission may delegate to its standing committee, the project review committee, all or part of these responsibilities for comment or recommendation.
- **B.** Review Procedure and Criteria. Proposals will be evaluated by the Tempe Rio Salado Advisory Commission, for applications processed through all decision-making bodies, in accordance with the overall intent of the following Tempe Rio Salado Plan objectives:
  - 1. Encourage the optimum *development* of land along the Salt River including: residential, commercial or industrial, open space, transportation and circulation, public facilities and *services* and adjoining land uses;
  - 2. Promote the *development* of recreational facilities; and
  - 3. Combine flood control with environmental design including the integration of lakes, ponds and streams.

# Section 5-104 Additional Information and Regulations.

The following additional requirements apply:

- **A.** Flood Control. Flood control access zones in the district are:
  - 1. Zone "A": No objects or *structures* of any kind that would impede the motion of a maintenance vehicle are permitted in the fifteen (15) feet closest to the channel on either the levee or terrace as shown in Figure 5-104A;
  - Zone "B": Only landscape and removable benches, ramadas or similar equipment that are approved by both the Flood Control District of Maricopa County and the city are permitted either in the ten (10) feet adjacent to the levee when the backfill is even with the top of the levee or the fifteen (15) feet adjacent to the base of the levee when the backfill is below the top of the levee as shown above. Replacement of any structural or landscape features within Zone "B" that are damaged as a result of emergency maintenance activities by the Flood Control District of Maricopa County shall be the sole responsibility of the owner or lessee of the site on which the features are located: and

3. When the backfill is above the top of levee, Zone "A" restrictions apply, but there are no Zone "B" restrictions on objects or *structures* with regard to maintenance vehicle access.

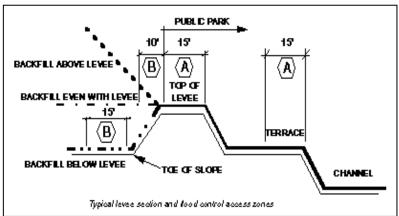


Figure 5-104A. Flood Control

**City code reference**—See TCC Chapter 7, bicycles; TCC §12-16 et seq., flood control; TCC §12-56 et seq., storm water retention.

# CHAPTER 3 – GENERAL INDUSTRIAL OVERLAY DISTRICT

## Section 5-301 Purpose.

- A. Purpose. The purpose of General Industrial Overlay District (GIOD) is to provide a smooth transition from the GIOD to adjacent single-family residential districts. Projects in the GIOD zoning districts will be reviewed to assure the public that an appropriate transition is established while use of the property as permitted by the Code is still allowed.
- **B.** Applicability. The standards of the GIOD shall apply whenever a general industrial zoning district is adjacent to a single-family residential district, or is separated from a single-family district only by an *alley*, tract, canal or easement (excluding AG, Agricultural and R1-PAD).

## Section 5-302 Boundaries.

The boundaries of the General Industrial Overlay District are defined as all *lots* with General Industrial (GID) zoning adjacent to a single-family residential district, or separated from a single-family district by an *alley*, tract, easement, or canal (excluding AG, Agricultural and R1-PAD).

# Section 5-303 General Regulations.

- **A.** Land Use. All uses shall comply with the regulations of the underlying zoning. Where the regulations for this district differ from those of the underlying zoning the more restrictive provisions shall apply.
- **B.** Development Plan. Prior to a new *development*, or expansion of an existing development of more than twenty-five (25) percent of a *building*, a *development plan* shall be submitted for all GIOD properties for a public hearing with the City Council. Such *development plan* shall show all *parking* areas, loading and refuse areas, drives, access ways, location and dimensions of *buildings* and *structures*, all elevations of such *buildings* and *landscape*. This hearing shall conform to the provisions of Part 6 of this Code. Use permits may be applied for in conjunction with the plans. *Development plans* will be evaluated in accordance with the intent of ensuring that an appropriate transition between the GIOD and the adjacent residential uses is provided, while allowing the use of the property as permitted by the zoning district.

# Section 5-304 Uses Requiring a Use Permit.

- **A. Uses Requiring a Use Permit**. All uses shall be subject to the regulations of the underlying district and in addition the following uses shall be subject to a use permit:
  - 1. Any use that includes the use of trucks in excess of five (5) ton capacity before 6:00 a.m. or after 10:00 p.m.;
  - 2. Any use that requires a type H occupancy based upon the Building Code (storage of hazardous materials);
  - 3. Body shops and *private garages* (repair facilities); and
  - 4. Any use not appearing in this Code which is similar to the uses listed above, as determined by the Zoning Administrator, may be permitted upon securing a use permit.

# CHAPTER 6 – TRANSPORTATION OVERLAY DISTRICT

## Section 5-601 Purpose.

The purpose of the Tempe Transportation Overlay District (TOD) is to encourage appropriate land development and redevelopment that is consistent with and complementary to the community's focused investment in transit, bicycle and pedestrian infrastructure in certain geographic areas of the City. Tempe is developing a multi-modal transportation system intended to balance the choices people have to move throughout the City, meet the mobility needs of its citizens and mitigate the impacts of congestion and pollution. This Overlay District regulates land uses and establishes development standards in order to prevent developments which would interrupt the transit, bicycle and pedestrian experience.

The specific objectives of this District are to:

- Promote and develop livable and sustainable neighborhoods;
- Promote and increase the use of alternative modes of transportation such as walking, bicycling, car pooling, riding the bus or light rail;
- Encourage a mix of uses and balance of densities and intensities within identified activity areas accessible to alternative modes of transportation;
- Provide a quality of urban design (as defined within the standards) that attracts and encourages pedestrian activity;
- Reinforce public investments and private development to achieve a compact form of development conducive to walking, bicycling, and transit use; and
- Provide facilities that create a safe, accessible, comfortable and pleasant environment for people; maintain safe access for automobiles and adequate parking and minimize conflicts between vehicles and pedestrians.

#### Section 5-602 Boundaries.

The location and boundaries of the Transportation Overlay District are established as shown on the map entitled "Zoning Map, City of Tempe," dated June 1, 2006, as amended.

- A. Properties are within the District if any portion of the parcel or development is:
  - Adjacent to a public right-of-way located within 1,950 linear feet from the center of a light rail station platform, measured along the center of the public right-ofway; or
  - 2. Along a corridor ranging in width up to 800 feet, centered on the light rail line.
- B. Properties are within a Station Area if any portion of the parcel or development is:
  - 1. Adjacent to a public right-of-way located within 800 linear feet of a light rail station platform, measured along the center of any public right of way and including only properties adjacent to the public right-of-way.

C. If any portion of a property falls within the boundaries established above, the balance of the property shall comply with these standards. For the purposes of determining development standards within the District, any property not within a *Station Area* is referred to as being in the *Corridor*.

Figure 5-602A. Transportation Overlay District Boundary Map

RIOSALAGO PRWY

UNIVERSITY OR

BEOADWAY RD

BEOADWAY RD

Figure 5-602B. Transportation Overlay District Cross Section of Typical Street

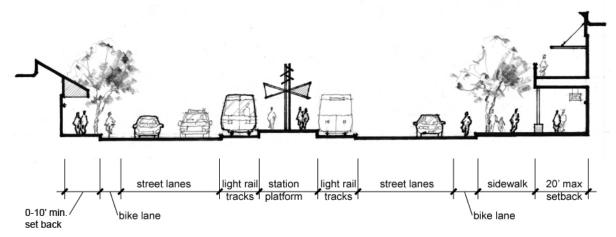


Table 6-101A – Applicat	ons	by D	ecisi	on B	ody	and	Туре	of F	Proce	edure	<sup>1</sup>
Type of Procedure:	DS MGR	ZA	ORIGINAL	НО	ВА	DRC	JRC²	22	Superior Court	Nghd. Meeting	Code Reference
Abatements				D	Α				Α		Sec. 6-310
Annexation								D	Α		Sec. 2-106
Code Interpretation/ Similar use Rulings		D			Α		Α		Α		Sec. 6-301
Code Text Amendment						Rev	Rev	D	Α		Sec. 6-304
Development Plan Review											
Major						D	D	Α	Α		Sec. 6-306
Minor	D					Α	Α	Α	Α		Sec. 6-306
General Plan Amendment						Rev	Rev	D	Α	Yes	Sec. 6-302
Major Amendment						Rev	Rev	D	Α	Yes	Sec. 6-302
Lot Line Adjustment								D	Α		Sec. 6-307
Lot Split	D							Α	Α		Sec. 6-307
Modify Approved Development Plan, PAD Overlay or Condition of Approval: Major Modification			D						A	Yes	Sec. 6-312
Minor Modification  Planned Area Development Overlay	D		Α						Α		Sec. 6-312
(PAD Overlay), and PAD Overlay Amendments						Rev		D	Α	Yes	Sec. 6-30
Preliminary Review Process	Rev										Sec. 6-20
Shared Parking Applications	D					Α	Α	Α	Α		Sec. 6-31
Sign Permit	D					Α	Α	Α	Α		Sec. 4-904
Subdivision, Preliminary						D	D	Α	Α		Sec. 6-30
Final or Amended							Rev	D	Α		Sec. 6-30
Time Extension	D		D						Α		Sec. 6-90
Use Permit				D	Α	D/A	D/A	Α	Α		Sec. 6-30
Variance				D	Α		D/A		Α	Yes	Sec. 6-30
Zoning Map Amendment						Rev	Rev	D	Α	Yes	Sec. 6-30

#### KEY:

**DS MGR** = Development Service Manager or designee ZA = Zoning Administrator
ORIGINAL = Decision body that made the original decision (modifications)

**HO** = Hearing Officer **BA** = Board of Adjustment

DRC = Development Review Commission

JRC = Joint Review Committee

CC = City Council

Rev = Reviews and recommends action to decision-making body

D = Decision-making authorityA = Appeal authority

Nghd. Meeting = Neighborhood Meeting requirement

Where this Code identifies more than one possible decision or appeal body, the Development Services Manager shall determine which body is applicable to a particular project.

The JRC jurisdiction and process only applies to the MU-Ed zoning district. Appeals of a JRC decision shall first be heard by the President or designee of Arizona State University. That decision can be appealed to the City Council.

- filed, staff will notify the applicant or applicant's representative of a preliminary review conference which shall take place within twenty (20) business days of the preliminary review application being filed and be held at the Development Services Department by appointment. After reviewing the information provided from the applicant, staff from the reviewing city departments and divisions will prepare comments. Staff will review the comments with the applicant or applicant's representative at the preliminary review conference and provide information on city code requirements, procedures, and other relevant city policies and regulations. If the city is unable to comply with these time frames, notification will be made to the applicant and proceed as soon as practicable.
- **B.** Application Forms and Submittal Requirements. Applications under this Code shall be submitted to the Development Services Department, in accordance with the format and upon such forms as established by the Development Services Manager, or designee. Applications must be signed by the property owner or the property owner's authorized representative, except that applications initiated by the City Council must be signed by the Development Services Manager, or designee.
- Concurrent Review of Applications for Same Project. The applicant or Development Services Manager, or designee, may elect to combine multiple applications for concurrent review when the applications are for the same project and the same decision-making body is responsible for reviewing all of the applications related to the project. For example, the Zoning Administrator may review an application for a code interpretation concurrently with an application for a non-conforming use determination; and a decision-making body may review an application for Planned Area Development Overlay and a subdivision plat concurrently.

#### Section 6-203 Application Acceptance.

- A. Review for Completeness. The Development Services Manager, or designee, shall review the application for completeness, in conformance with this section. The city will not schedule a meeting or hearing date or begin administrative review until the application is complete. If the applicant fails to submit the missing information within sixty (60) calendar days of the first submittal, the Development Services Manager, or designee, may notify the applicant that the application cannot be accepted and a new application will be required for the proposed project. Such a decision by the Development Services Manager, or designee, requiring a re-application shall be subject to administrative appeal and shall not be construed as denial of the application.
- **B.** Complete Application. A complete application is one which fulfills the following general requirements, more specifically described on official application forms available from the Development Services Department:
  - 1. A completed original application form that is signed by the property owner or authorized representative agent, or the Development Services Manager, or designee, for applications initiated by the City Council. In lieu of signature by property owner, a letter of authorization shall substitute;

- 4. The plan or project decreases the acreage of any projected land use ratios citywide at the time of application by the following criteria:
  - a. Residential land use by one percent (1%);
  - b. Open space land use by one percent (1%); or
  - c. Any other land use category by two percent (2%).

(For the acreage resulting in a major amendment, see the land use element chart of projected land uses within the city's adopted general plan. The projected land uses are subject to update by amendment to the general plan. Calculation will be made with the most updated data at the time of application.)

#### C. Procedure.

- 1. Commission Action:
  - a. Amendments. The applicable decision-making body shall hear and forward its recommendation to the City Council after at least one (1) public hearing in accordance with the public hearing procedures in Part 6, Chapter 5, Public Meetings and Public Hearings; and
  - b. Major amendments. The applicable decision-making body shall hold at least two (2) public hearings, in accordance with the public hearing procedure. Hearings shall be in different locations to encourage community participation. The first hearing shall be held for the purpose of gathering public information only. A recommendation shall be forwarded to the City Council only after the second public hearing.

## 2. City Council Action:

- a. Amendments. Applications for a general plan amendment shall be heard by the City Council during at least one (1) public hearing;
- b. Major Amendments. Applications for a general plan major amendment shall be heard by the City Council during at least (2) public hearings;
- c. The initial public hearing(s) shall be held for the purpose of gathering public information only. The final hearing on an application for a major amendment must be held at one (1) annual public hearing in the calendar year that the proposed major amendment was filed. This annual meeting shall be held in October, at a date to be determined by the City Council; and
- d. Major amendments shall also be approved by an affirmative vote of at least two-thirds (2/3) of the City Council.

# Section 6-304 Zoning Map Amendments (including Overlay Districts) and Code Text Amendments.

- **A. Purpose.** The regulations and boundaries of zoning districts set forth in this Code may be amended whenever deemed necessary to best serve the public interest, and the health, comfort, convenience, safety, and general welfare of the city.
- **B.** Applicability. Amendments to the text or zoning map of this Code shall not be made except through the adoption of an amending ordinance by the City Council and following the procedure prescribed in this Code.
- C. Procedure. An application for zoning map or code text amendment shall be made as a written request submitted to the Development Services Manager, or designee. The written request shall specify the nature of the amendment with pertinent details to explain or support the request. Requests for zoning map or code text amendments shall be taken to the applicable decision-making body, by the owner or owners of real property situated in the city or by any officer, department, board or commission of the city, or by the City Council, under its own motion. In addition the following are required:
  - The applicable decision-making body shall review the request and make a recommendation to City Council in a public hearing. The recommendation of approval of any amendment by the recommending body shall be based on a finding of consistency and conformance with the General Plan and may include conditions of approval.
  - 2. City Council Review and Approval Criteria. The City Council shall conduct at least one public hearing for zoning map and code text amendments. Approval by the City Council of an amendment shall be based on a finding that the zoning amendment is in the public interest and is consistent and conforms with the General Plan. Any approval may be subject to such conditions as the council deems applicable in order to fully carry out the provisions and intent of this Code.

**State law reference**—Zoning amendments, procedures, A.R.S. §9-462.01, §9-462.03, §9-462.04.

# Section 6-305 Planned Area Development Overlay Districts.

**A. Purpose.** The purpose of *Planned Area Development Overlay Districts* is to accommodate, encourage and promote innovatively designed *developments* involving residential and/or non-residential land uses, which form an attractive and harmonious unit of the community. Such a planned *development* may be designed as a large-scale separate entity, able to function as an individual community, neighborhood, or *mixed-use development*; as a small-scale project which requires flexibility because of unique circumstances or design characteristics; or as a transitional area between dissimilar land uses.

This zoning designation recognizes that adherence to a traditional pattern of development standards, (i.e. height, setback, lot coverage) space, bulk and use specifications contained elsewhere in this Code would preclude the application of the PAD concept. Therefore, where PAD zoning is deemed appropriate or necessary, traditional zoning regulations are replaced by performance considerations to fulfill the objectives of the General Plan. The PAD overlay district may be tailored to meet the specific development representations of an application. Hence one PAD overlay may vary considerably from another overlay.

**B.** Applicability. PAD Overlays may be applied to any zoning district in the City of Tempe and shall be processed as a zoning map amendment. A PAD Overlay District may not be used for an individual detached single *family dwelling*.

#### C. Procedure.

- 1. PAD Overlay Districts shall be processed to the Development Review Commission or Joint Review Committee, as applicable, using the public hearing procedure. PAD Overlay Districts shall also be processed to the City Council, using the public hearing procedure, after review and recommendation by the decision-making body, or when part of a zoning map amendment or appeal of Redevelopment Review Commission action;
- Modifications. Once a PAD Overlay District request has been approved, it can be modified or amended per Section 6-312. Questions as to procedure for modifications to existing PADs shall be determined by the Zoning Administrator; and
- 3. Development Plan Review. *Development Plan Review* approval is required prior to issuance of building permits.
- **D. Approval Criteria.** Approval of a PAD Overlay District requires conformance with the standards with the following criteria:
  - 1. The allowable land uses in Part 3;
  - 2. The *development* standards as established as part of the PAD Overlay District process, as well as, the standards allowed by *use permit* in Part 4;
  - 3. Any applicable overlay district provisions in Part 5; and
  - 4. The decision-making body may impose reasonable conditions to ensure conformance with these provisions.
- **E. Property Owners Associations.** If a property owners association(s) is required, the covenants, conditions and restrictions shall include all applicable requirements under the Tempe City Code, and shall be reviewed by the City Attorney and Development Services Manager, or designee, to determine if the association will remain responsible for maintaining common areas within the *development*. Such covenants, conditions and restrictions shall be recorded with the Maricopa County Recorder.

# Section 6-306 Development Plan Review.

- **A. Purpose.** The purpose of a Development Plan Review is to provide review of architectural drawings, including but not limited to a *site plan, building* elevations, *landscape* plan, preliminary grading and drainage plan, materials and color samples, *structures*, and *signs*. A development plan provides a plan of development supported by technical construction documents as necessary to encourage, protect, and enhance the functional and attractive appearance of the City of Tempe.
- **B.** Applicability. Development plan review shall include the following, except individual single-family dwellings:
  - 1. Major Development Plan Review. Applies to all *new development*, expansions over five thousand (5,000) square feet *net floor area*; major changes in elevations or new major *sign package criteria*; and residential *development* consisting of four (4) or more *dwelling* units.
  - 2. Minor Development Plan Review. Applies to any modifications or expansions up to five thousand (5,000) square feet of *net floor area* or twenty percent (20%) of the existing *building* area, whichever is less; and residential *development* consisting of two (2) and three (3) *dwelling* units.
- **C. Procedure.** Major *development plan* reviews are processed as public meetings through the appropriate decision-making body, pursuant to Section 6-101. Minor *development plan* reviews are processed as administrative review decisions through the Development Services Manager, or designee.
- **D. Approval Criteria.** *Development plan* approval requires conformance with the following standards and criteria:
  - 1. The placement of *buildings* reinforces and provides variety in the *street* wall, maximizes natural surveillance and visibility of pedestrian areas (*building* entrances, pathways, *parking* areas, etc.), enhances the character of the surrounding area, facilitates pedestrian access and circulation and mitigates heat gain and retention through:
    - a. Shade for energy conservation and comfort as an integral part of the design;
    - b. Materials shall be of superior quality and compatible with the surroundings;
    - c. Buildings and landscape elements have proper scale with the site and surroundings;
    - d. Large *building* masses are divided into smaller components that create a human-scale as viewed from the sidewalk;
    - e. *Buildings* have a clear base and top, as identified by ground floor elements, *roof* forms, and detailing;

**E. Time Limitations.** *Development plan* approval shall be void if the *development* is not commenced or if a building permit has not been obtained, whichever is applicable, within twelve (12) months after the approval is granted or within the time stipulated by the decision-making body.

# Section 6-307 Subdivisions, Lot Splits and Adjustments.

**A. Purpose.** The purpose of this section is to provide for the orderly growth and harmonious *development* of the city; to insure adequate traffic circulation through coordinated *street*, transit, bicycle and pedestrian systems with relation to major thoroughfares, adjoining *subdivisions*, and public facilities; to achieve individual property *lots* of reasonable utility and livability; to secure adequate provisions for water supply, drainage, sanitary sewerage, and other health requirements; to insure consideration for adequate sites for *schools*, recreation areas, and other public facilities; and to promote the conveyance of land by accurate legal description and plat.

#### B. Applicability.

- 1. Subdivision. Subdivision applies to improved or unimproved land or lands divided for the purpose of financing, sale or lease, whether immediate or future, into four (4) or more lots, tracts or parcels of land. Also, if a new street is involved, any such property which is divided into two (2) or more lots, tracts or parcels of land, or, any such property, the boundaries of which have been fixed by a recorded plat, which is divided into more than two (2) parts. Subdivision also includes any condominium, cooperative, community apartment, townhouse or similar project containing four (4) or more parcels, in which an undivided interest in the land is coupled with the right of exclusive occupancy of any unit located thereon, but plats of such projects need not show the buildings or the manner in which the buildings or airspace above the property shown on the plat are to be divided or as defined in A.R.S. § 9-463.02, as it may be amended.
- 2. Lot Split. Lot splits apply to the division of improved or unimproved land whose area is two and one-half (2 1/2) acres or less, into two (2) or three (3) tracts or parcels of land for the purpose of sale or lease or as defined in A.R.S. § 9-463.
- 3. Lot Line Adjustment. Lot line adjustments apply to property line modifications within a recorded subdivision plat.

# C. Procedure.

- 1. Subdivision.
  - a. Preliminary Subdivision Plat. Shall be processed to the Development Review Commission for approval at a public meeting.
  - b. Final Subdivision Plat. Shall be processed to the City Council for approval at a public meeting.
  - c. Amended Final Subdivision Plat. Shall be processed to the City Council for approval at a public meeting.

- 2. Lot Split. Requires an administrative approval by the Development Services Manager, or designee. Appeals of the Development Services Manager, or designee, decision shall be appealed to the City Council within fourteen (14) calendar days of action.
- 3. Lot Line Adjustment. Requires approval by the City Council at a public meeting.

Reference — Subdivisions, City Code, Chapter 30.

**D.** Approval Criteria. See City Code Chapter 30, Subdivisions.

#### Section 6-308 Use Permit.

- **A. Purpose.** The purpose of Section 6-308 is to ensure the orderly use of land in conformance with the General Plan and applicable city standards where uses are proposed that may require special limitations or conditions to provide compatibility with other uses.
- **B.** Applicability Based on Square Feet of Use. For *use permits* that are based on the square footage devoted to a particular use, the square footage will be taken as the *net floor area* for the use requiring the *use permit*.
- **C. Procedure.** All requests for *use permits* shall be taken to the Hearing Officer for a public hearing, to review and approve, continue, deny, or approve with conditions. Appeals of decisions made by the Hearing Officer shall be processed through the appropriate decision-making body, pursuant to Part 6, Chapter 8, Appeals.
  - 1. The Zoning Administrator may direct that a request be heard instead by the Development Review Commission, based on a review which includes but is not limited to the following factors:
    - a. Previous decisions by the city regarding the site on which the proposed use is located;
    - b. The probable impact of the requested use on its immediate surroundings; or
    - c. The consistency of the requested use with the projected land uses, policies and principles of the General Plan.
- **D. First Amendment.** A *use permit* request for any activity that is protected by the First Amendment shall be heard by the decision-making body at the next regularly-scheduled public hearing complying with legal notice requirements following submittal of a complete application for such a permit. No continuances or other delays in such processing may occur without the concurrence of the applicant for such permit, provided that there is sufficient time to complete any public notification requirement. If approved, the use shall be commenced within one (1) year after the approval is granted.

#### E. Approval Criteria.

- 1. A use permit shall be granted only upon a finding by the decision-making body, that the use covered by the permit, the manner of its conduct, and any building which is involved, will not be detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood, or to the public welfare in general, and that the use will be in full conformity to any conditions, requirements, or standards prescribed therefore by this Code.
- 2. In arriving at the above determination, the following factors shall be considered, but not be limited to:
  - a. Any significant increase in vehicular or pedestrian traffic;
  - b. Nuisance arising from the emission of odor, dust, gas, noise, vibration, smoke, heat, or glare at a level exceeding that of ambient conditions;
  - c. Contribution to the deterioration of the neighborhood or to the downgrading of property values which, is in conflict with the goals, objectives or policies for rehabilitation, redevelopment or conservation as set forth in the city's adopted plans or General Plan;
  - d. Compatibility with existing surrounding structures and uses; and
  - e. Adequate control of disruptive behavior both inside and outside the premises, which may create a nuisance to the surrounding area or general public.
- **F. Burden of Proof.** The burden of proof for satisfying the aforementioned requirements shall rest with the applicant. A refusal of a *use permit* shall not be interpreted as the denial of a right, conditional or otherwise.
- **G. Conditions.** Any *use permit* granted may be subject to conditions the decision-making body deems applicable in order to fully carry out the provisions and intent of the Code, including, but not limited to:
  - 1. Limit the hours, days, place and/or manner of operation;
  - 2. Require site or architectural design features that minimize impacts due to removal of vegetation, noise, vibration, exhaust/emissions, light, glare, erosion, water quality impacts, odor and/or dust;
  - 3. Require landscaping, screening, drainage, water quality facilities, and/or improvement of *parking* and loading areas;
  - 4. Designate the size, number, location and/or design of vehicle access points or *parking* areas;
  - 5. Require additional *setbacks* and planting if deemed necessary; and
  - 6. Limit the *building height*, size or *lot coverage*, and/or location on the site.

## I. Effect of Use Permit.

- 1. The *use permit* is valid and operable only for the specific use as granted and subject to any specified time limit. No use may be modified, changed, altered or increased in *intensity*, in a manner that conflicts with the *use permit* and/or required conditions of approval, without approval of a new *use permit*.
- J. Use Modifications. See Section 6-312.
- **K. Use Permit Time Limitation.** *Use permits* shall be void if the use is not commenced within twelve (12) months after the use permit is granted or within the time stipulated by the decision-making body.

## Section 6-309 Variances.

- **A. Purpose.** This section provides for relief from the standards of this Code when needed because of circumstances applicable to a property, including its size, shape, topography, location or surroundings, where the strict application of this Code would deprive such property of privileges enjoyed by other property of the same classification in the same zoning district.
- **B.** Applicability. Variances are applicable to quantified standards (e.g., setbacks, height, lot areas, dimensions, etc.) and non-quantified standards. Variances are not applicable to guidelines as specifically identified in this Code. Any variance granted shall not:
  - 1. Make any changes in the uses and densities permitted in any zoning classification or zoning district;
  - 2. Be for the purpose of rectifying a special circumstance, which was self-imposed by the property owner or applicant; or
  - 3. Allow relief from any item expressly prohibited by this Code.
- **C. Procedure.** Requests for *variances* from the terms of this Code shall be processed as a public hearing procedure to the decision-making body as provided in Section 6-101.

**State law reference** — *Variances*, power to grant, A.R.S. §9-462.06.

- **D. Approval Criteria.** A *variance* shall not be authorized unless the decision-making body finds upon sufficient evidence:
  - 1. That there are special circumstances or conditions applying to the land, *building* or use referred to in the application;
  - 2. That authorizing the *variance* is necessary for the preservation and enjoyment of substantial property rights;
  - 3. That authorizing the *variance* will not be materially detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood or to the public welfare in general; and, if applicable
  - 4. That the applicant for a *sign variance* has received *development plan* approval (i.e., contingent upon *variance* approval) prior to a decision being made on the *variance*.
- **E. Conditions of Approval.** Any *variance* granted may be subject to such conditions deemed applicable by the decision-making body as will assure that the adjustment authorized shall not be detrimental to other properties in the vicinity and zoning district in which such property is located. *Variances* shall become void if the subject property does not conform to all conditions, requirements, and standards prescribed by the decision-making body as a condition for approval of the *variance*. See also, Section 6-902, Revocation of a Permit/Approvals.

# CHAPTER 4 – PUBLIC NOTICE AND STAFF REPORTS

#### Section 6-401 General Provisions.

- **A. Mailed Notices.** Notices mailed under provisions of this Code shall be mailed to property owners and neighborhood/homeowner associations, and tenants (if required) within the notification area as defined in Section 6-401(B). The applicant is responsible for mailing neighborhood meeting notices in accordance with Section 6-402, and the city is responsible for mailing all other public notices under this Code in accordance with Section 6-404 and 6-405. The city is not responsible for receipt of mailed notices.
- **B. Notification Area.** The boundary of the subject property shall be used in determining the geographic area to be notified. For projects containing more than one parcel, or phases of a larger project, the three hundred (300) foot measurement shall be taken from the perimeter of the entire project (all phases). The Development Services Department will provide a list of recognized neighborhood and homeowner associations, within the vicinity of the project, for notification.

# Section 6-402 Neighborhood Meetings.

- **A. Purpose.** The purpose of the neighborhood meeting is to provide a means for the applicant, surrounding residential neighbors, and registered neighborhood and homeowner's association representatives to review a preliminary *development* proposal and solicit input and exchange information about the proposed *development*. This preliminary meeting is intended to result in an application that is responsive to neighborhood concerns and to expedite and lessen the expense of the review process by avoiding needless delays, appeals, remands or denials. The applicant is responsible for all costs associated with the neighborhood meeting.
- **B. Applicability.** A neighborhood meeting is required for the following types of applications when located within three hundred (300) feet of a residential use:
  - Variances:
  - 2. Development plans, when a public hearing is required;
  - 3. Planned Area Development Overlay Districts;
  - 4. Major modification to an approved plan or condition of approval (when original approval made at a public hearing);
  - 5. Zoning map amendments; and
  - 6. General Plan map amendments.

- **C. Meeting Schedule.** The applicant is required to hold one (1) meeting, prior to the first public hearing on an application for a specific site, but may hold more if desired. The required meeting shall be held at least fifteen (15) calendar days before the first public hearing on the application.
- **D. Meeting Location.** Neighborhood meetings shall be held at a location near the proposed *development* site. The meeting shall be held on a weekday evening, or weekends at any reasonable time and in a publicly *accessible* location.
- **E. Notification Requirements.** Notice of the meeting shall be provided by the applicant as follows:
  - 1. The development site shall be posted with public notice about the meeting not less than fourteen (14) calendar days prior to the date of neighborhood meeting, a notice of the date, time and place and a summary of the request. Such notice shall be clearly legible and wherever possible, placed adjacent to the right-of-way of a *public street* or road. It shall be the responsibility of the applicant to use reasonable efforts to maintain the notice once it has been placed on the subject property. The Development Services Department will supply the *sign(s)* that shall be no smaller than six (6) square feet at a cost to the applicant. It is the responsibility of the applicant to post the notice affiliated with items identified in Section 6-402(B)(3-6), with a *sign* having a minimum *sign* area of sixteen (16) square feet;
  - 2. Mailing a notice not less than fourteen (14) calendar days prior to the date of the neighborhood meeting to:
    - a. All property owners of record within three hundred (300) feet of the subject property which are included on the mailing list submitted by the applicant;
    - b. The chairperson of the registered neighborhood association(s) and home owners association(s) within six hundred (600) feet of the subject property; and
    - c. All tenants, within the boundary of the subject property(ies), for projects with commercial, industrial or *mixed-use* zoning districts.
- **F. Meeting Summary.** The applicant shall submit to the Development Services Department seven (7) calendar days before the first public hearing on the matter a written summary of the issues and discussions from the meeting and the meeting notes.

# Section 6-403 Notice for Public Meetings.

- **A. Purpose and Applicability.** The purpose of a public meeting is to provide a means for the decision-making body to receive input from the public.
- **B.** Agenda as Notice of Meeting. Agendas for all public meetings shall be posted at City Hall at least twenty-four (24) hours prior to such meetings, in accordance with Arizona open meeting law.

- 4. A statement of the observations of the personal inspection of the subject property and surrounding area; and
- 5. A recommendation for disposition of the request.
- **B.** Staff Reports for City Council. Any request forwarded to the City Council shall be transmitted to the City Clerk for inclusion on the agenda of a regular meeting of the City Council. A report shall accompany the request and include items in Section 6-406(A)(1-5) and the following information:
  - 1. A concise statement of history and facts on the processing of the request by the Development Services Department and the public meeting(s)/hearing(s) held by the relevant decision-making body(s), found in Part 1, Chapter 3, Officers, Boards, Committees and Commissions;
  - 2. The findings made by the decision-making body(s) and the action taken; and
  - 3. Any other pertinent documents and maps, as well as other information deemed necessary by the City Clerk or Development Services Manager, or designee.

**B. Time Limitations.** Appeals may be processed in accordance with the time limitations established, after the decision has been rendered.

Decision Making Body	Appeal Submittal Deadline	Appeal Body
Development Services Manager	14 Calendar Days	Applicable decision-making body
Zoning Administrator	14 Calendar Days	Board of Adjustment
Hearing Officer	14 Calendar Days	Board of Adjustment
(Use Permits)	14 Calendar Days	Development Review Commission
Board of Adjustment	30 Calendar Days	Maricopa County Superior Court
Development Review Commission	14 Calendar Days	City Council
Joint Review Committee	14 Calendar Days	President of ASU
President of ASU	14 Calendar Days	City Council
City Council	30 Calendar Days	Maricopa County Superior Court

**C. Failure to File an Appeal.** Failure to file an appeal with the Development Services Department or City Clerk as applicable, by 5:00 p.m. on the due date, shall render such appeal invalid.

# **CHAPTER 1 – DEFINITIONS**

#### Section 7-101 General Definitions and Terms.

For the purpose of this Code, the following words or terms shall carry full force when used interchangeably: lot, plot, parcel, premises or site; used, arranged, occupied, or maintained; sold or dispensed; construct, reconstruct, erect, alter (structurally or otherwise), but not the term maintenance. The word "used" shall be deemed also to include designed, intended or arranged to be used. Certain terms and words are also defined in Section 1-210, Interpretation.

#### Section 7-102 "A" Definitions.

Accessible, accessibility means accessible to persons with disabilities, consistent with the Americans with Disability Act (ADA).

Accessory building means a detached subordinate building containing an accessory use and situated on the same lot as the primary building. Detached garages, sheds, workshops, and barns are examples of accessory buildings.

Accessory dwelling, accessory dwelling unit means a small, secondary leaseable housing unit on a lot with a single-family dwelling. Accessory dwellings are limited in size and restricted to certain zone districts. They can be attached to the primary dwelling or not attached. An accessory dwelling may also be located above a garage that is either attached to the primary dwelling or free-standing.

Accessory structures means a non-habitable structure.

Accessory use means either a subordinate use of a building, other structure, or tract of land under the following situations:

- 1. Whose use is clearly incidental and customary to the use of the primary building, other structure or use of land; and
- 2. Which is located on the same zoned lot with the principal building, other structure or use of land, and whose use is specifically permitted in a less restricted district.

Access way means an area accessible for pedestrians and non-motorized vehicles, which are not a separated path, but are in the form of an alley way, pedestrian plaza, promenade, etc.

City of Tempe Development Services 31 East Fifth Street Tempe, AZ 85281 480-350-8331 TDD 480-350-8400 www.tempe.gov



# **ZONING**

# City Code, Chapter 35 - Zoning and Development Fees

# **FEE SCHEDULE**

a.	Preliminary Review Process:	
	Single Family	\$103.00
	All Others	\$309.00
b.	Administrative Applications:	\$309.00 each
	Administrative Decisions	
	Ordinance Interpretations	
	Zoning Administrator Opinions	
	Shared Parking Application	
	Time Extensions	
	Group/Adult Home Verification Letter	
	Covenant, Conditions & Restrictions (CC&R) Review	
	Single Family Dwelling Units	\$309.00 each
	All Other Uses	\$309.00 each
c.	Variances:	
	Single Family Dwelling Units	\$360.00 per lot
	All Other Uses	\$1,030.00 Per Variance
	Unauthorized Construction/Installation	Twice the normal fees
d.	Use Permits (each):	
	Single Family Dwelling Units	\$360.00 each
	All Other Uses	\$1,030.00 each
	Use Permit Transfer	See Administrative Applications
	Unauthorized Activity	Twice the normal fees

e.	Zoning Code Amendments	
	Map	\$2,060.00 Per Classification + \$103.00 Per Net Acre*
	Text	\$2,060.00
		φ2,000.00
		*Rounded To The Nearest Whole Acre
f.	Planned Area Development Overlays	\$2,575.00 For Under 1 Acre +
		Use Permit Fees As Applicable
		\$5,150.00 For 1 Acre And Over + Use Permit Fees As Applicable
		\$1,288.00 For Under 1 Acre +
		Use Permit Fees As Applicable
	Amendments	\$2,575.00 For 1 Acre And Over + Use Permit Fees As Applicable
g.	Subdivision, Lot Splits & Adjustments	
	Preliminary And/Or Finals	\$2,060.00 + \$51.50 Per Net Acre*
	Final	\$2,060.00 + \$51.50 Per Net Acre*
	Amendments	\$1,030.00 + \$21.00 Per Net Acre*
	Lot Splits / Lot Line Adjustments	See Administrative Applications *Rounded To The Nearest Whole Acre
		Rounded To The Nearest Whole Acre
h.	Continuance at Applicant's Request After Legal Advertising And Public Notice	\$103.00

i.	Development Plan Review:	
	Complete – Building, Site, Landscape, Signs	\$1,545.00 For 5 Acres Or Less
		\$2,060.00 Over 5 Acres
	Remodel/Modification	\$515.00
	Repaint Modification	\$206.00
	Separate Landscape Plan	\$206.00
	Sign Package	\$309.00
	Separate Signs	\$309.00
	Reconsideration	Same As Original Fee
	Unauthorized Activity	Twice The Normal Fees
j.	Appeals	\$309.00
k.	Sign Permits:	Fees include Plan Review, the initial Inspection and one Re-inspection
	One Sign	\$206.00
	Each Additional Sign	\$77.00
	Unauthorized Installation of Sign(s)	Twice the normal fees may be charged
	Grand Openings, Going Out Of Business, Significant Event	\$103.00 each event
1.	General Plan Amendments:	
	<u>Amendment</u>	
	Text Change	\$2,060.00
	Map Change	\$2,060.00 + \$103.00 per gross acre
	Major Amendment	
	Map Change	\$5,150.00 + \$103.00 per gross acre
m.	Public Notice Signs	
	Neighborhood Meeting Sign	\$8.50 (Includes One Sign And Two Stakes For Self Posting)
	Public Hearing Sign	\$26.00 per sign for 2 acres or more (single family residential exempt)
n.	Zoning Verification Letter	\$258.00

**NOTE:** 

All zoning and development fees within the Apache Boulevard Redevelopment Area may be reduced up to 50% for the following listed uses or other uses with a recommendation of the Apache Boulevard Project Area Committee by the City Council under conditions contained within a development agreement:

- Grocery Store
- Pharmacy
- Hardware Store
- Child Care Center
- Family Doctors / Medical Specialist Offices
- General Household Goods and Services Businesses (dry cleaner, shoe repair, etc.)
- Artisans Studios or Schools
- Arts Center or Art Gallery
- For-Sale Housing not to exceed 24 dwelling units per acre maximum and initially restricted to sales to individual owner / occupant buyers. For-Sale housing would also require a subdivision plat (or condo), and each unit must be individually metered for water, electric, gas, and any other applicable utilities.

Ordinance Number	Adoption Date	Subject or Description	Location in Code
2005.80	Dec. 1, 2005	Code text amendment for extension of the Redevelopment Review Commission	Sec. 1-308
2005.90	Dec. 1, 2005	Code text amendment for use permit and special use standards for Deferred Presentment Companies, including a definition	Sec. 3-202 Sec. 3-423 Sec. 7-105
2005.91	Dec. 1, 2005	Code text amendment for use permits for Auto Title Loan with special use standards, Employment Agency, Plasma Donation Center, Rent-to-Own, and Tobacco Retailer; including definitions for such uses	Sec. 3-202 Sec. 3-423 Sec. 7-102 Sec. 7-106 Sec. 7-117 Sec. 7-119 Sec. 7-121
2005.41	Sept. 15, 2005	Zoning Map Amendment from GID to CSS	Sec. 2-107
2005.07	Oct. 20, 2005	Zoning Map Amendment from multiple zoning districts to MU-Ed	Sec. 2-107
2005.24	Nov. 17, 2005	Code Text Amendment for the Transportation Overlay District, including Zoning Map Amendments	Part 5, Chapter 6; Sec. 2-107
2005.74	Jan. 5, 2006	Zoning Map Amendment from GID to MU-3(PAD)	Sec. 2-107
2005.81	Jan. 5, 2006	Code Text Amendment for the creation of the Development Review Commission within Part 1	Sec. 1-303 Sec. 1-304 Sec. 1-305 Sec. 1-306 Sec. 1-310 Sec. 1-311 Sec. 1-312
2005.82	Jan. 5, 2006	Code Text Amendment for the creation of the Development Review Commission within Part 5	Sec. 5-103
2005.83	Jan. 5, 2006	Code Text Amendment for the creation of the Development Review Commission within Part 6	Sec. 6-101 Sec. 6-202 Sec. 6-302 Sec. 6-304 Sec. 6-305 Sec. 6-306 Sec. 6-307 Sec. 6-402 Sec. 6-403 Sec. 6-406 Sec. 6-803
2005.84	Jan. 5, 2006	Code Text Amendment for the creation of the Development Review Commission within Part 7	Sec. 7-101

Ordinance Number	Adoption Date	Subject or Description	Location in Code
2005.78	Jan. 19, 2006	Zoning Map Amendment from GID to R1-4	Sec. 2-107
2006.07	Feb. 16, 2006	Zoning Map Amendment to PAD Overlay	Sec. 2-107
2006.08	Feb. 16, 2006	Zoning Map Amendment from AG to R-3	Sec. 2-107
2006.03	Feb. 16, 2006	Zoning Map Amendment to PAD Overlay	Sec. 2-107
2006.06	Mar. 2, 2006	Zoning Map Amendment from GID to MU-4(PAD)	Sec. 2-107
2006.04	Mar. 23, 2006	Zoning Map Amendment from GID to R-4	Sec. 2-107
2006.15	Mar. 23, 2006	Zoning Map Amendment to PAD Overlay	Sec. 2-107
2006.17	May 4, 2006	Code Text Amendment for the Tomlinson Historic Overlay District, including a Zoning Map Amendment	Part 5; Sec. 2-107
2006.18	May 4, 2006	Zoning Map Amendment for a Historic Overlay	Sec. 2-107
2006.19	May 4, 2006	Zoning Map Amendment for a Historic Overlay	Sec. 2-107
2006.29	June 1, 2006	Zoning Map Amendment from RMH to R-4	Sec. 2-107
2006.35	June 1, 2006	Code Text Amendment for the Transportation Overlay District, including a Zoning Map Amendment	Sec. 5-602 Sec. 2-107
2005.79	June 15, 2006	Zoning Map Amendment from GID to R-4	Sec. 2-107